



Any Driver Limited

Equality & Diversity Policy



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Any Driver Ltd
15a Clwyd Ave
Cwmbach
Aberdare
CF44 0LG

Equality & Diversity Policy Including Harassment & Bullying

Any Driver Ltd is committed to providing equality of opportunity and freedom from unlawful discrimination on the grounds of age, sex, sexual orientation, disability, race (including colour, nationality, ethnic origin), religion or beliefs, gender reassignment, pregnancy and maternity status, marital or civil partnership status.

We will:

- actively oppose all forms of discrimination and unfair or discriminatory practices;
- value and harness the diversity of our employees, customers, suppliers, partner organisations and local communities;
- create an environment within which all individuals are treated with fairness and respect;
- tackle prejudice and promote understanding between different groups of people to create a harmonious and respectful workplace and society;
- take positive action to encourage participation of under-represented groups in our workplace and our programmes;
- embed the concept of British Values within our equality and diversity practices;
- fully implement the Equality Act 2010 and associated legislation to eliminate discrimination, harassment and victimisation.

Many people suffer discrimination and disadvantage based on their social or economic position e.g. through education, employment status and history, undiagnosed mental health issues, caring responsibility, their housing situation, or a criminal record. Any Driver Ltd regularly comes into contact with customers who face one or more of these challenges and who need support to achieve equality of opportunity, to challenge barriers to participation, achievement and social inclusion.

Through our policy, we aim to support our staff, supply chain partners, customers and others we work with to access opportunities that enable them to achieve the best of their ability and create strong, stable and sustainable communities.

This policy applies in our employment and personnel practices, and across all areas of our business – in our service delivery and as an active member of the communities in which we live and work.

While the overall responsibility for achieving, promoting and providing equality of opportunity rests with Any Driver Ltd, all our employees, supply chain partners, customers and other stakeholder are expected to conduct themselves in a way that supports and promotes this policy, including freelance and temporary workers, work experience students, consultants and contractors.



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All employees, irrespective of their job or seniority, will be given guidance and instruction, through induction and training, as to their responsibility and role in promoting equality of opportunity, avoiding discrimination and valuing diversity. The policy will be available in all training sites for reference at any time.

Customers will be advised about this policy as part of their induction to the service they receive from Any Driver Ltd.

We require all delivery partners to reflect the Any Driver policy within their own working practices. We will not contract with organisations who do not meet the same standards. Policies and working practices will be reviewed as part of our due diligence activity prior to entering into a commercial relationship.

Any breach of this policy could lead to action under Any Driver's Discipline & Dismissal procedures.

Equality in the workplace means:

- Having trained staff who understand equality issues (and proactively promote them);
- Having staff who support the company mission and values (and proactively promote them);
- Having staff who reflect the population (and proactively promote it);
- Having staff that will provide services fairly and effectively (and proactively promote them).

Any Driver Ltd has clear procedures covering recruitment, development, and management of staff, which underpin our approach to equality in this area of our business.

We will:

- operate a fair and open recruitment policy.
- publicise our Equality & Diversity Policy through job specifications and adverts.
- avoid including discriminatory or restrictive requirements within person specifications.
- make decisions concerning recruitment, selection, training and development, and career progression of our employees in a fair and unbiased manner, solely on the basis of objective criteria, individual merit and ability.
- monitor wherever practicable, the age, race, disability, gender, religion or belief or sexual orientation of job applicants and use this information to monitor the effectiveness of our policies.
- take positive action to ensure the demographic of our workforce reflects the diversity of the community in which they work.
- make reasonable adjustments to meet the needs of disabled and non-disabled job applicants and employees.
- interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.
- discuss with disabled employees annually what we can do to make sure they develop and use their abilities.
- make every effort when employees become disabled to make sure they stay in employment.
- facilitate special training or support to enable employees to progress within the Company.
- provide flexible working arrangements for staff.
- rigorously address concerns about bullying, harassment or victimisation.
- ensure that terms and conditions of employment, procedures for redundancy and dismissal are free from all forms of direct or indirect discrimination.



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Equality for Customers:

Any Driver Ltd delivers a wide range of programmes and services to customers from different backgrounds and communities.

To ensure equality of opportunity we will:

- ensure information about our programmes is accessible by providing marketing material in 'plain English', using different methods of communication, and working with other partners to promote improved access to potential customers.
- provide information in different formats where required.
- ensure our admissions/referral process is clear and does not create unnecessary barriers to participation.
- provide a safe and welcoming environment.
- assess customers' individual needs and ensure resources are available to meet these needs, including access to specialist support services to address the needs of different groups e.g. people with health problems, ethnic minority groups, (ex) offenders etc.
- make reasonable adjustments to ensure all customers are able to fully participate and achieve their goals.
- embed equality and diversity issues into service delivery to raise customer awareness and promote good citizenship and British Values.
- provide access to fair assessment, including for customers with learning difficulties, those who undertake shift work or are single parents.
- challenge discrimination and negative behaviour and empower customers to do so.
- gather and analyse equality data for recruitment and performance and take positive action to address gaps in achievement between different groups to achieve parity of outcomes for all customers.
- celebrate success to promote equality and diversity and encourage others to achieve.
- consult customers regularly about equality and diversity to inform continuous improvement.
- consult and engage community groups and other external stakeholders in planning and delivering our services.
- provide appropriate channels for customers to raise and complaints or grievances.

Any Driver Ltd reserves the right to withdraw services to any service user if that person behaves in a discriminatory, disruptive or abusive manner to any member of staff, volunteer, service user or other person.

Some customers may find it difficult to fully comply with all aspects of our Equality & Diversity policy due to previous or present distress, illness or as a result of social exclusion. Where this is the case, we will challenge inappropriate behaviour while intervening to alter attitudes and behaviour while maintaining support.



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Complaints

Where employees, customers or partners experience any form of discrimination, harassment, bullying or victimisation, they must report this to their line manager or local site manager, and raise a complaint through Any Driver's Appeals & Complaints process. If it is not appropriate to do so, they must contact the Designated Safeguarding Manager who will support them in taking forward their complaint. All allegations of unacceptable behaviour or working practice will be investigated thoroughly and dealt with appropriately.

If an employee, customer, supplier or partner organisation believes they have observed a colleague experiencing or perpetrating any form of discrimination, harassment, bullying or victimisation, they must bring this to the attention of the Designated Safeguarding Manager who will investigate and take the case forward in line with our Discipline & Dismissal Policy.

Legislation & Definitions

Any Driver Ltd fully accept our responsibilities and adhere to all UK equality legislation including but not limited to:

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Racial and Religious Hatred Act 2006
- any Codes of Practice issued by the Equality & Human Rights Commission
- any amendments to the above legislation

The definitions applied in this policy are as follows:

British Values:

The Ofsted definition of British Values in education are:

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



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Direct Discrimination: where one person is treated less favourably than others because of a protected characteristic.

Direct Discrimination by Association: treating someone less favourably than another person because they are associated with a person who has a protected characteristic.

Indirect Discrimination: the application of a policy, criterion or practice which is discriminatory in relation to a protected characteristic and:

- (a) it isn't applied to someone with whom the individual doesn't share the characteristic
- (b) it puts, or would put, that group at a particular disadvantage compared to those who don't have the characteristic
- (c) it is not a proportionate means of achieving a legitimate aim.

Positive Action: where members of a protected group are under-represented, action can be taken to encourage people belonging to that group to take advantage of opportunities for training or work experience or encourage them to apply for a particular job.

Diversity: the full range of individual values, attitudes, cultural perspectives, beliefs, ethnic background, sexual orientation, skills, knowledge and life experience in any given group of people. Valuing diversity means recognising, understanding, and appreciating these differences and developing an environment that enhances their value.

Reasonable Adjustments: discrimination occurs when a company fails to:

- take reasonable steps to avoid a provision, criterion or practice puts a disabled person at a substantial disadvantage compared to people who are not disabled; this includes formal and informal policies, rules, practices, arrangements or qualification including one-off decisions and actions.
- remove or alter a physical feature or provide a reasonable means of avoiding a feature e.g. building design, access, fixture/fitting, furniture or equipment where it puts a disabled person at a substantial disadvantage compared to people who are not disabled;
- provide auxiliary aids or services where this is the only thing that would put the disabled person at a substantial disadvantage;
- provide information in an accessible format.

Harassment: unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment.

Victimisation: treating someone unfavourably because they have taken some form of action relating to the Equality Act e.g. made a complaint under the Act or supported somebody who is doing so, such as appearing as a witness.