



EQUALITY & DIVERSITY POLICY

Introduction

Little Land of Adventures is an equal opportunity business considering the diversity within our workforce, customers and clients.

We believe that everyone should be treated equally, regardless of their religion, beliefs, age, gender, race, disability or sexual orientation.

Commitment to Equality & Diversity

The Equality & Diversity Policy requires commitment from everyone within the Company. I, Little Land of Adventures, am responsible for the implementation and effective operation of this policy and copies can be obtained upon request.

This policy and the legislation it represents will be considered during all duties on a daily basis, by all employees and Directors.

Our Responsibilities

As an employer, we ensure that we have a workplace where staff feel valued, respected and included. Upon commencement of their employment, staff will be informed of the existence of this Policy and the company's expectations of them under its terms. Harassment, exclusion and bullying will not be tolerated on any level. All staff should feel comfortable at work and always be treated with dignity and respect.

We will ensure that fair standards of employment practice and proper records of employment decisions are maintained.

We will deliver training on new and revised legislation to all our staff.

We will treat all our business partners and customers with respect, courtesy and consideration always.

Employees' Responsibilities

All our employees must adhere to and comply with this Policy and the spirit in which it is written.

Employees must treat all colleagues and clients with courtesy, respect and consideration at all times.

If employees believe that any form of discrimination is taking place within the workplace, we request them to report this to immediately. Issues should be raised with the appointed line Manager.

Your Rights & Responsibilities

You can expect to be treated with respect, courtesy and consideration always by our staff and we expect you to treat our staff in the same way.

You will not be discriminated against or treated less favourably in any way on the grounds of your religion, beliefs, age, gender, race, disability, or sexual orientation.

Recruitment

Wherever possible all vacancy advertisements will include an appropriate short statement on equal opportunity and diversity, and steps will be taken to ensure that knowledge of vacancies reaches all areas of the community. We will also endeavour to ensure that all vacancies are advertised both internally and externally simultaneously.

The selection criteria (job description and employee specification) for all roles will be kept under constant review to ensure that they are essential for the effective performance of the job.

Remuneration will be set for the advertised position before applicants are seen and selected.

Wherever possible, more than one person must be involved in the recruitment and selection process. In addition, the reasons for the selection and rejection of applicants for vacancies must be recorded.

Employee Training and Promotion

Whilst all training and employment opportunities will be offered strictly on merit, we will encourage underrepresented groups to apply for these opportunities within our company.

Wherever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

Objectives of the Policy

No applicant, employee or client will receive less favourable treatment or be subjected to any form of discrimination.

All employees and clients will be given the help they need to attain their full potential wherever that is possible.

We secure the best employees for our business needs by accessing all sections of the community.

We achieve an ability-based workforce that is in line with the working population mix.

Feedback and Complaints

We will deal with any complaints of discrimination quickly and in a constructive manner.

Any feedback or complaints that we receive will be dealt with compassionately. We appreciate that this can be a difficult subject to raise and individuals may feel

uncomfortable or intimidated. We are committed to ensuring that you feel able to come forward without fear.

If you have any concerns, please contact:-

Unit 53, Beveridge Way, Newton Aycliffe, DL5 4DU

Conclusion

This policy runs through every function of our business. We understand the importance of equality and diversity and will ensure that this policy is being implemented by all concerned.

Legislation

This policy considers the following existing legislation: -

- The Equal Act 2010

Monitoring & Review

We will monitor all the feedback that we receive in relation to the issues affected by the Policy and will amend the policy as necessary.

The Policy will be updated with any amendments to existing legislation or new legislation.

In any event, this policy will be reviewed annually.

Unit 53, Beveridge Way, Newton Aycliffe, DL5 4DU

Dated:

Next review: