



Equality & Diversity Policy

Policy Statement

The Brewery is committed to encouraging and eliminating discrimination in both its role as an employer and as a provider of services. The Brewery aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We are committed wherever practicable to achieving and maintaining a workforce that broadly reflects the local community.

Purpose

The purpose of this Policy is to provide equality and fairness for all in our employment and in the provision of services and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. The Brewery opposes all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment or promotion will be on the basis of skills and ability.

Principles

- To create an environment in which individual differences and the contributions of all our employees are recognised and valued.
- To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- To ensure training, development and progression opportunities are available to all.
- To promote equality in the workplace, which it believes is good management practice and makes sound business sense.
- To treat breaches of the equality policy seriously and to take disciplinary action when required.
- To provide information and training to all employees, so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it.
- To monitor and review the policy annually.



Procedures

The Brewery will act positively in using the Equality and Diversity Policy as a means of making public its' commitment to provide equal opportunities to all present and future employees.

The Equality and Diversity Policy forms part of the Staff Handbook and contract of Employment. Training in Equality and Diversity is provided as part of the induction programme.

Any form of discrimination by an employee, is treated very seriously and where appropriate will be dealt with using the disciplinary procedure.

Positive discrimination is illegal and the recruitment of "quotas" of particular groups is also illegal. Discrimination in selection to achieve or secure a balance of persons of different racial groups is also not allowed under the Race Relations Act 1976.

There is, however, an exception which may be appropriate for certain posts in The Brewery, i.e. when a genuine occupational qualification is necessary or desirable for a particular group or sex. Both Race Relations Act 1976 and the Sex Discrimination Act 1975 allow these exceptions.

Job descriptions and person specifications

Job descriptions and person specifications are prepared for all posts. The job description indicates the responsibilities and tasks to be undertaken by the job holder. The person specification describes the qualifications, skills and abilities required. A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the specification are discriminatory on the grounds quoted in the policy

Advertising

The Brewery will use a range of advertising methods in order to attract the widest pool of appropriate applicants. Vacancies for new and existing jobs will normally be advertised internally and externally. All our advertising will:

- Contain the statement: The Brewery is an "Equal Opportunities Employer".
- Ensure that we do not exclude, discriminate against, or discourage any particular group from applying nor make it difficult for any one from such a group to apply.
- Refer to the job description and person specification in order to give information about the requirements of the job.



Applications and shortlisting

Applications will be shortlisted by at least two people. Shortlisting will be performed on the basis of objective criteria and the extent to which candidates have shown in the application form that they meet the required person specification and can carry out tasks and responsibilities required of the post holder. Formal qualifications and standards of literacy and numeracy will only be taken into account when they are recognised as necessary for a particular job.

Shortlisted candidates will be invited to an interview. Staff responsible for shortlisting, interviewing and selection of candidates will be:

- Clearly informed of selection criteria and the need for their consistent application;
- Given guidance on the effect which generalised assumptions about people from groups quoted in the Policy Statement can have on selection decisions;
- Made aware of the possible misunderstandings that can occur between persons from different cultural backgrounds.

Interviewing

All interviews will be carried out by a minimum of two people.

The questions asked will seek to gather objective evidence in support of the job description and person specification. The same questions will be asked of all the candidates applying for the job. Disabled candidates will be asked if they need support during the interview process or adjustments should they be offered the position.

All candidates will be asked about their eligibility to work.

Offers will be made to the successful candidates, subject to satisfactory references.

All unsuccessful candidates will be informed of the result of their application and offered brief feedback.

Ex-Offenders

The Brewery will not discriminate against ex-offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.



Induction and Training

All employees and workers will be required to follow an appropriate induction process to ensure they are equipped to do the job.

All employees and workers will receive training of the Equality and Diversity policy and procedures as part of their induction.

Annual Leave and Religious Holidays

The Brewery will not ask about an employee's religion or worker's religion and will not discriminate against anyone wishing to celebrate their festivals. Employees and workers are required to use part of their annual holiday entitlement to cover time off for these and must follow the normal holiday booking procedure.

Cultural and Religious needs

Where employees and workers have particular cultural and religious needs, The Brewery will consider whether it is reasonably practicable to meet these needs while maintaining the efficiency of the business.

People with Disabilities

The Brewery will make genuine efforts to recruit people with disabilities and take reasonable steps to make the workplace and individual jobs accessible to people with disabilities.

The Brewery will regularly review its facilities for disabled employees and workers and will try to overcome any problems faced wherever practicable and within reasonable resources available.

The Brewery will ensure that people have maximum access to employment opportunities and to meetings and events, regardless of any disability.

Grievance and Disciplinary procedures

The Brewery will take seriously any complaints of discrimination and will not victimise people who make such complaints.

Staff will be made aware as part of the induction process of their responsibilities in relation to Equality and Diversity and that discriminatory behaviour will be fully investigated and dealt with using the Disciplinary Procedure.



Bullying and Harassment

The Brewery upholds the right of all employees to be treated with respect and dignity and to work in an atmosphere free of bullying and harassment.

All employees are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others. All complaints of bullying or harassment will be treated seriously and should be raised using the Grievance Procedure. All complaints will be investigated and where appropriate, the Disciplinary Procedure will be followed.

Monitoring

Employees will be asked to fill out a monitoring form on appointment. The monitoring forms will be reviewed on an annual basis and statistics presented to the management team.

Responsibility

It is HR responsibility to ensure the implementation of the Equality and Diversity Policy.

All employees and workers have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunities and non-discrimination.
- To draw the attention of management to suspected or alleged discriminatory practices.
- To refrain from harassing or intimidating other employees, workers, clients or visitors of The Brewery on any of the grounds cited in the policy statement.