



Policy, Procedures and Strategies

Diversity and Equality Policy

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| 02 | Diversity and Equality Policy | | October 2015 | Stephen McCartney |



DIVERSITY AND EQUALITY POLICY

NASMA is committed to equality and valuing diversity across the organisation. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our members, staff, colleagues, trainers and partners.

Aim

The aim of this policy is to communicate the commitment of the Board, staff and membership to the promotion of equality of opportunity in NASMA.

Policy Statement

NASMA's diversity and equality policy operates in relation to its duties as a membership organisation, employer, partner and training provider and will provide equality of opportunity across the organisation. NASMA will not tolerate discrimination on grounds of:

- gender, marital status (including civil partnerships) or family status
- religious belief or political opinion
- disability
- race or ethnic origin
- nationality
- sexual orientation
- age
- dependants
- or any other grounds

All applications for membership, employment and training attendance will be treated on an equitable basis and NASMA is committed to promoting equality of opportunity for all prospective members, employees, colleagues and delegates. Unfair discrimination within any aspect of NASMA operation is not acceptable and will be challenged in line with relevant legislation.

Employment

NASMA is opposed to all forms of unlawful and unfair discrimination. All employees and job applicants will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We are committed to:



- Promoting equality of opportunity for all persons including in recruitment and selection, promotion, training or award of any other benefit.
- Promoting a good and harmonious working environment where everyone is treated with respect and dignity.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Making necessary reasonable adjustments for those with disabilities;
- Fulfilling our legal obligations under the equality and anti-discrimination legislation and associated Codes of Practice.
- Taking lawful affirmative or positive action where deemed necessary and appropriate;

It is the responsibility of all staff to ensure they abide by and promote the above principles.

Breaches of the Diversity and Equality Policy and practice will be regarded as misconduct and may lead to disciplinary proceedings.

Services

NASMA promotes inclusivity in the services it provides and will show its commitment by:

- treating our members, staff, trainers, colleagues and partners fairly and with respect;
- promoting an organisation free from discrimination, bullying and harassment, and tackling behaviour that breaches this;
- recognising and valuing the differences and individual contribution that people make;
- disseminating information about our services in accessible formats;
- ensuring fair access for part-time, term-time and full-time workers;
- responding appropriately to requests for alternative arrangements to facilitate access to participation at events;
- providing support and encouragement to staff to develop their careers and increase their contributions to the organisation through the enhancement of their skills and abilities;

Every person involved with NASMA has a personal responsibility for implementing and promoting these principles in their day-to-day dealings with everyone – including staff, members, colleagues, partners, students, external organisations. Inappropriate behaviour is not acceptable.



This policy will be available to all members, employees, colleagues and training delegates via our website. We will measure and report on the effectiveness of the services we provide and this will be used to inform future policy and to enhance business processes. Information will be used and stored in line with the Data Protection Act.

Complaints

Any member, employee, colleague, trainer, partner or delegate wishing to complain about a breach of this policy may do so via the NASMA Complaints Procedure. All complaints of discrimination will be dealt with seriously, in a timely manner and confidentially.

These internal procedures do not replace or detract from the right of an employee or member to pursue complaints under the Sex Discrimination Act 2008, the Disability Discrimination Act 2010, the Race Equality Act 2010, or to an Employment Tribunal.

Every effort will be made to ensure that employees or members making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, in a timely manner and confidentially. Any proven cases of victimisation will result in disciplinary action and may warrant dismissal.

Monitoring and Review

This policy will be reviewed annually.

Please Note: This document can be made available in alternative formats upon request.