

## **EQUALITY AND DIVERSITY CHARTER**

This charter sets out our approach to ensuring inclusion and success for all our employees and external stakeholders including suppliers, clients, and statutory bodies.

### **Business in Focus will seek to ensure that:**

- It fulfils all its legal requirements placed on it under Equality Legislation
- It fulfils its duty to make adjustments as far as reasonably practicable, to enable employees and all its stakeholders to have access and carry out their work and responsibilities
- All stakeholders are aware of the value the organisation places upon equality and diversity and that formal investigation may be taken in the event of any breach of policy
- Our marketing and publicity materials present appropriate messages and are designed to respect all members of society
- It provides all stakeholders with a copy of its equality and diversity policies and ensures that they understand their responsibilities and agree adherence to them whilst working with the organisation
- It has inclusive and open recruitment and selection, progression and development processes to encourage employees and clients to develop and progress

### **We will promote Equality and Diversity by:**

- Actively promoting quality of opportunity and good relations between all sections of the community
- Promoting equality and diversity throughout all operational activities
- Actively encouraging the participation of underrepresented groups in all the diverse activities of the organisation
- Ensuring our service delivery, communications, actions, and resources demonstrate sensitivity to issues of diversity and are adapted as necessary
- Ensuring that everyone has access to our services
- Holding accreditations to support equal opportunity standards
- Delivering an inclusive approach to celebrating success
- Reinforcing our commitment to equality and diversity in our publicity material

**As an employee or stakeholder of the organisation we would request that you take responsibility for ensuring that:**

- You are aware of your own and our organisation's statutory duties in relation to equality legislation that are outlined in our Equality policies (available also at [www.businessinfocus.co.uk](http://www.businessinfocus.co.uk))
- That you should promote transparency, non discrimination and equal treatment within your own workplace
- That you have effective Equality and Diversity policies either as a stand\_alone document or as part of a sustainability policy

**We monitor and review the effectiveness of our Equality and Diversity Policy**

- Through the publication and implementation of an action plan
- Through reviewing and implementing best practice observed in other organisations
- Annually and/or when necessary due to a change in policy, legislation or guidance
- With the involvement and consultation of appropriate groups and stakeholders in its review and ongoing development

**Gareth Bray**  
**Chief Executive**