



catalyze
ENABLING EFFECTIVE DECISIONS

Catalyze's Equal Opportunity Statement

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Revision table

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1 Introduction

Catalyze Ltd is committed to equal employment opportunity, which means that merit and equity will form the basis of all decisions that affect its staff.

To provide equal opportunity Catalyze has implemented several policies and statements which lay out Catalyze's beliefs and vision for equality. These are as follows:

- Catalyze's Equal Employment Opportunity Policy Statement
- Catalyze's Inclusive Practices Disabled People Policy Statement
- Catalyze's Harassment and Discrimination Policy Statement
- Catalyze's Anti-Racial Discrimination Policy Statement

Catalyze's Equal Opportunity Policy complements the Catalyze's Code of Ethics and Practice and all employees are required to adhere to these policies as a condition of their employment.

Accountability for ensuring that these policies are implemented at staff level rests with managers.

2 Scope

This policy applies to all staff, contractors and visitors at Catalyze.

3 Human Resource Contact

Catalyze's Office Manager

4 Status

This policy was first issued in July 2007.

5 Catalyze's Equal Employment Opportunity Policy Statement

5.1 Introduction

Catalyze is committed to equal employment opportunity, which means that merit and equity will form the basis of all decisions that affect its staff.

5.2 Policy

To provide equal employment opportunity Catalyze undertakes to:

- Promote, support and monitor equal employment opportunity in all its activities;
- Eliminate discrimination on the grounds of race, colour, national or ethnic origin, nationality, sex or gender, sexual identity, marital or childcare responsibilities, pregnancy, religious or political belief, activity age disability (those who on grounds of impairment are disabled by society) or any other ground as specified by Catalyze;
- Create an environment characterised by respect where staff are able to work free from discrimination or harassment and where their contributions are valued;
- Ensure the application of the merit principle in recruitment, selection, reclassification and promotion;
- Provide equitable career development activities for all staff;
- Ensure equitable access to decision-making and resources;
- Ensure effective consultation with staff in the development and implementation of equal employment opportunity;
- Ensure the accountability of managers for the implementation of Catalyze's equal employment opportunity policies and programmes;
- Establish effective monitoring procedures.

Implementation of equal employment opportunity is the responsibility of all Catalyze staff. Co-ordination and review of the equal employment opportunity policy is the responsibility of the Office Manager. Accountability for ensuring equal employment opportunity is implemented at all levels rests with all managers.

5.3 Application

Catalyze will ensure that all employees are informed of this policy and that managers and other supervisory staff are aware of their responsibilities in the prevention and resolution of any complaints.

6 Catalyze's Inclusive Practices for Disabled People Policy Statement

6.1 Introduction

Catalyze is committed to equal employment opportunity, and elimination of discrimination and harassment as part of its mission to provide equity and social justice. Equal employment opportunity means that merit and equity will form the basis of all decisions that affect the staff of Catalyze.

Catalyze supports the involvement of disabled people in its activities.

6.2 Policy

To provide equal employment opportunity for disabled people, Catalyze undertakes to:

- Foster positive and informed attitudes and behaviour towards disabled people;
- Eliminate harassment and unjust discrimination on the grounds of impairment;
- Ensure the recognition of merit in recruitment, selection, reclassification and promotion;
- Take advantage of financial and support service incentives that enhance employment opportunities for disabled people;
- Examine the physical attitudinal and organisational barriers which may prevent the employment, limit the performance or impede the professional development of disabled people under the general principles of reasonable accommodation and adjustment;
- Make reasonable accommodation and/or adjustment for disabled people;
- Provide equitable professional development activities for disabled people;
- Take account of the Disability Discrimination Act (1995) and definition of disability (below) for the purposes of elimination of discrimination and harassment.

Implementation of equal employment opportunity for disabled people is the responsibility of all Catalyze staff. Co-ordination and implementation of Inclusive Practices for disabled people is the responsibility of the Office Manager. Accountability for ensuring equal employment opportunity for disabled people is implemented at staff level, and rests with senior managers.

6.3 Definition of Disability

Our definition of disabled people encompasses people with a physical, sensory, intellectual, psychological, emotional, or any other hidden impairment.

Where discrimination and harassment is being considered this definition includes a disability that:

- (a) Presently exists; or
- (b) Previously existed but no longer exists; or
- (c) May exist in the future; or
- (d) Is imputed to the person.

For the purposes of employment this definition includes an impairment that presently exists.

6.4 Related Legislation

Disability Discrimination Act 1995.

6.5 Application

Catalyze will ensure that employees are informed of this policy and that managers and other supervisory staff are aware of their responsibilities in the prevention and resolution of any complaints.

7 Catalyze's Harassment and Discrimination Policy Statement

7.1 Introduction

Catalyze is committed to a policy of equal opportunity in employment and education.

Catalyze recognises the right of all staff to work in an environment free from harassment and discrimination. Harassment may be sexual in nature or based on gender, race, impairment, sexual identity or a range of other factors. Harassment or discrimination of staff by any member of staff, visitor or business associate is unacceptable and contrary to the employment policies of Catalyze.

Harassment and discrimination in general and sexual harassment in particular is of concern as it may:

- Create an intimidating, hostile, offensive or distressing work environment;
- Adversely affect the work performance of individual staff;
- Adversely affect an individual's recruitment, level of appointment, promotion and process opportunities;
- Adversely affect an individual's access to and participation in the range of educational opportunities, provided by Catalyze;
- Adversely reflect on the integrity and standing of Catalyze;
- Cause Catalyze as an employer to assume a position of vicarious liability since sexual harassment is illegal.

7.2 Policy

Catalyze will not tolerate harassment and discrimination within its premises. The Office Manager is the senior officer responsible for supervising the management of this programme which includes:

- Educating staff about acceptable behaviour at work and in a business environment;
- Promptly, effectively and confidentially resolving complaints of harassment;
- Actively encouraging appropriate behaviour by those in positions of authority, that is, project leaders, managers and other senior staff;
- Providing an appropriate and effective process, structure and resources.

Catalyze will treat all reports of harassment and discrimination seriously and will investigate these expeditiously in a thorough and confidential manner ensuring that complainants and witnesses are not victimised in any way.

7.3 Related Legislation

Sex Discrimination Act 1984.

7.4 Application

Catalyze will ensure that employees are informed of this policy and that managers and other supervisory staff are aware of their responsibilities in the prevention and resolution of complaints of harassment.

8 Catalyze's Anti-Racial Discrimination Policy Statement

8.1 Introduction

Catalyze is committed to equal employment opportunity, and eliminating all forms of discrimination based on race, colour, national or ethnic origin, language, religion or nationality. Catalyze aims to create an environment where:

- Cultural differences are respected and understood, and
- Employees are able to participate fully in all Catalyze's activities free from discrimination and harassment.

8.2 Policy

Catalyze aims to prevent discrimination and harassment on the basis of race, colour, national or ethnic origin, language, religion or nationality through:

- Fostering positive and informed attitudes and behaviour recognising cultural differences in a business environment;
- Integrating principles of equity within all Catalyze's policies, guidelines, practices and provision of services;
- Ensuring the accountability of senior staff for the implementation of these principles;
- Providing a mechanism of redress for those who have been discriminated against;
- Establishing effective monitoring procedures.

Catalyze advocates the provision of engineering, designing, supervision and employment practices that respect cultural differences.

8.3 Definitions

8.3.1 Racial Harassment

A person racially harasses another person if they:

- Make offensive remarks with racial connotations relating to the other person;
- Engage in any other unwelcome conduct of a racial nature in relation to the other person.

Racial harassment includes:

- Making offensive verbal or written statements of a racial nature, either to the person or in his or her presence;

- Using offensive language, (whether oral or written), visual materials or engaging in physical behaviour of a racially offensive nature likely to have a detrimental effect on persons to whom it is intended to have application.

8.3.2 Direct Discrimination

Direct discrimination occurs when rules, practices or behaviours specifically exclude people or treat people less favourably on the basis of irrelevant personal characteristics. An example of direct discrimination may occur if access to certain benefits is refused on the basis of race.

8.3.3 Indirect Discrimination

Indirect discrimination occurs when a rule or condition appears to be neutral and fair but in practice unfairly excludes a person or particular group.

8.4 Application

Catalyze will promote understanding of cultural differences by ensuring that its practices prevent racial discrimination or harassment.

If the prevention of discrimination or harassment fails, Catalyze will provide clear reporting and disciplinary procedures. Catalyze will treat reports of discrimination seriously and will investigate these expeditiously in a thorough and confidential manner ensuring that the complainants and witnesses are not victimised in any way.

Catalyze will use reports of discrimination or harassment as an opportunity to review its practices and implement strategies and procedures that will prevent inappropriate behaviours arising in the future.