



Clear Creative (UK) Ltd Equality & Diversity Policy

clearcreative

CLEAR CREATIVE (UK) LTD EQUALITY & DIVERSITY POLICY

Address: The Lodge, 306 Walmersley Road, Bury, Lancashire BL9 6QF

1. Vision

Clear Creative (UK) Ltd is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Clear Creative (UK) Ltd is working towards building and maintaining an environment which values diversity.

2. Policy Statement

Clear Creative (UK) Ltd believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. To this end, Clear Creative (UK) Ltd will aim to ensure that:

individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, language, social/ economical background or being lesbian or gay and any other inappropriate distinction;
it affords all individuals, students and employees the opportunity to fulfil their potential;
it promotes an inclusive and supportive environment for staff, students and visitors;
it recognises the varied contributions to the achievement of Clear Creative (UK) Ltd's, mission made by individuals from diverse backgrounds and with a wide range of experiences.

3. Scope of the Policy

This policy applies to all staff of Clear Creative (UK) Ltd, together with those contracted to work at or for Clear Creative (UK) Ltd.

4. Aims of the Policy and underpinning principles

The aim of this policy is to ensure that in carrying out its activities Clear Creative (UK) Ltd will have due regard to: promoting equality of opportunity, across all the activities of Clear Creative (UK) Ltd promoting good relations between people of a diverse background, eliminating unlawful discrimination.

This policy is guided by the following principles, that:

all employees and visitors should enjoy a safe environment free from discrimination and harassment/bullying
all students and employees should have equal access to quality services that are made available by Clear Creative (UK) Ltd and its partners;
all staff and visitors should have equal access to opportunities for personal, professional or academic development and career, progression and promotion opportunities,
all staff and visitors should be able to participate fully in the work and life of Clear Creative (UK) Ltd and celebrate its diversity.

Staff and visitors at Clear Creative (UK) Ltd should reflect the diversity of talent, experience and skills from the local, national and international pool from which it draws its workforce. Positive action initiatives continue to be used to redress inequalities and discriminatory practice all relevant stakeholders, including staff and visitors, have the right to be consulted about Clear Creative (UK) Ltd's policy, procedures and practices and are encouraged to contribute to the decision making processes of Clear Creative (UK) Ltd.

5. Implementation of the Policy

The successful implementation of all strands of this policy relies on the mainstreaming of equality and diversity issues within the strategic planning process. This will be achieved through the implementation of Corporate Action Plans, which in turn, will be supported by area action plans for each area of discipline, and management portfolio, a framework for which will be the subject of continual consultation.

6. Responsibilities

Clear Creative (UK) Ltd is responsible for ensuring that Clear Creative (UK) Ltd meets its legal obligations in respect of legislation relating to equal opportunities. The Company Secretary is responsible for overseeing the effective implementation of the following:

(i) The company secretary in conjunction with staff, visitors and suppliers is responsible for ensuring that procedures relating to staff recruitment, selection, career development discipline and grievance are carried out in accordance with the Equality and Diversity Policy. To support this, the company secretary is responsible for providing advice, guidance and support on the application of this policy and for developing action plans in conjunction with other colleagues to address equalities related employment issues related to equal opportunities.

(ii) fostering a culture in which compliance with this policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted;
producing and implementing area action plans;
ensuring staff and visitors are encouraged, supported and enabled to reach their full potential
identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas.

7. Breach of the Policy

Clear Creative (UK) Ltd will take seriously any instances of non-adherence to the Equality and Diversity policy by staff or visitors. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for staff. With regard to any breach of the policy by visitors, Clear Creative (UK) Ltd will take appropriate action in relation to the nature of the incident.

9. Relevant Legislation

Clear Creative (UK) Ltd will implement its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2003

Special Educational Needs and Disability Rights in Education Act 2001

Race Relations Amendment Act 2000

Human Rights Act 1998

Disability Discrimination Act 1995

Race Relations Act 1976

Sex Discrimination Act 1975

Equal Pay Act 1970 and Amendment 1983

Name: Ian Clark

Designation: Director

Signed:



Date 18th November 2008