

## **ALBERT SQUARE MEDIATION LIMITED'S EQUAL OPPORTUNITIES AND ANTI-DISCRIMINATION POLICY**

Albert Square Mediation Limited (ASM) is committed to a policy of equal opportunity and anti-discrimination. ASM is committed to stopping discrimination and promoting equal opportunities in both the employment and management of all its personnel, and in the development, planning and delivery of its services and will strive to meet its obligations under all relevant legislation.

ASM will not accept any form of discrimination. In particular it will ensure that all clients, associates and contactors will be offered equally favourable treatment, irrespective of disability, age, gender, marital status, sexual orientation, race, ethnic origin, nationality, political or religious beliefs.

All ASM directors and associates will be expected to:-

- Respect the clients and colleagues they work with;
- Comply with this policy;
- Not discriminate against, or encourage others to discriminate against, any client, director or associate or other person connected with ASM.

Where the ASM director or its associates are found not to have complied with this policy, disciplinary action will be considered. Any concerns should be reported to ASM's anti discrimination officer, Anthony Wooding, at the following address:

**Albert Square Mediation Ltd**  
c/0 32 Lloyds Ave, Ipswich IP1 3HD  
Email: [anthony.woodng@kerseys.co.uk](mailto:anthony.woodng@kerseys.co.uk)  
Tel: 01473 213311

Alternatively, if your concerns relate to Anthony Wooding, you should contact Paul Sandford, using the following contact details:

**Albert Square Mediation Ltd**  
106 Albert Square  
London  
E15 1HH

Email: [enquiries@albertsquaremediation.co.uk](mailto:enquiries@albertsquaremediation.co.uk)  
Tel: 07476 279 307

### **People with Disabilities**

ASM will not tolerate discrimination against people with disabilities. Positive steps will be taken to ensure that people with disabilities are made aware of job opportunities at ASM, of the services that it provides and the opportunities available for any voluntary work.

In order to meet these objectives, ASM will review and where possible adapt or provide suitable premises, facilities and equipment.

### **Gender and Marital Status**

ASM will not tolerate discrimination on the grounds of gender or marital status. Sexual harassment of any kind will not be tolerated.

### **Sexual Orientation**

ASM will not tolerate discrimination on the grounds of a person's sexual orientation or declared sexual identity.

### **Racial and Nationality Discrimination**

ASM will not tolerate discrimination on the grounds of racial or ethnic background or nationality. Racial harassment or abuse will not be tolerated.

### **Political Allegiance**

ASM will not tolerate discrimination on the grounds of a person's political allegiance. ASM is politically neutral and will not condone any use of its name in this context.

### **Recruitment**

In the event that it recruits any employees in the future ASM will ensure that high standards of recruitment practice are operated.

Any applicant who applies for any vacancy that might arise in the future will be considered, including those with previous, minor convictions. However, the nature, timing and severity of the offence will be taken into consideration. Existing personnel will not necessarily be subject to disciplinary action if they acquire a conviction, as again the nature and severity of the offence will be taken into account.

ASM will ensure that the ways in which jobs are designated, advertised and fulfil the requirements of its Equal Opportunities & Anti-Discrimination Policy.

Job descriptions and person specifications will be written, and interviews carried out, in accordance with the ASM Equal Opportunities & Anti-Discrimination Policy.

### **Training and Development**

Training and development are key parts of the ASM commitment to providing high quality services. ASM recognises the importance of ensuring a fair application of training and development provision based on the individual needs of directors, associates and contractors and any future employees.

### **Harassment**

Harassment by directors or associates of any kind will be considered a disciplinary offence. Harassment may include derogatory or discriminatory remarks, ridicule and unwarranted physical contact. Any behaviour which is offensive to ASM staff, directors or associates or other persons who come

into contact with us, or which causes them to feel threatened, or humiliated (on the grounds stated in this policy) or which undermines the quality of service / work performance / or job security, is harassment.

### **Grievance and Disciplinary Issues**

Failure to implement this policy may result in disciplinary action being taken. Any grievance concerning the implementation of this policy should be progressed via ASMs Complaint's Procedure.

### **Conditions of Service**

It is a condition of service that all directors and associates adhere to the ASM Equal Opportunities & Anti-Discrimination Policy. Failure to do so can lead to disciplinary action being taken.

All ASM directors, associates, contractors and any future employees must adhere to the provisions of this policy.

### **Responsibilities**

The ASM director has the first and final responsibility to promote, implement and review this policy. It is also the responsibility of ASM director and associates to promote this policy by ensuring that: –

- a) None of ASMs activities reinforces or condones unfair discriminatory practices;
- b) Material is not displayed in connection with ASMs work or activities which may offend against the principles this policy.

### **Resources**

ASMs commitment to its Equal Opportunities & Anti-Discrimination Policy is unqualified, which means that, where possible, it will make available the necessary resources to invest in good practice.