



Equality in Employment Policy

Document Title	Equality in Employment Policy
Document Owner	HRD
Document Version	1.1
Approved by	Merseytravel
Created Date	January 2012
Reviewed	October 2016
Next Review Date	October 2017

This document is confidential and the property of Merseytravel. It may not be reproduced or used for any other purpose than that for which it is supplied without the written permission of Merseytravel.

Equality in Employment Policy

1. Purpose of Policy

This policy establishes Merseytravel's commitment to building equality into employment practices, policies and procedures. Many of Merseytravel's formal employment policies and procedures make reference to specific equality matters within the context of the particular policy. This policy demonstrates Merseytravel's overarching commitment to equality in employment.

2. Scope

This policy applies to all employees, regardless of employment status or length of service.

3. Policy

Merseytravel is committed to equality and diversity in employment which, as a minimum, complies with the Equality Act 2010. It is Merseytravel's policy to ensure that all employees and applicants for employment are treated equally and are not subjected to discrimination on the grounds of a protected characteristic as set out in the Equality Act 2010 (this includes perceived and associated discrimination). Merseytravel will do this by ensuring that equality is built into all of its employment policies, procedures and practices, including recruitment and selection, promotion, training, sickness absence management, performance management, conditions of work, pay and benefits and general treatment in work.

4. Merseytravel's Commitments

Merseytravel is committed to preventing unfair treatment and unlawful discrimination and to ensuring equality in employment practices through:-

(a) **Compliance with the Equality Act 2010 and the Public Sector Equality Duty**

Merseytravel is fully committed to compliance with the Equality Act 2010 and the specific requirements as a public sector employer of the Public Sector Equality Duty.

(b) **Assessing equality implications of employment policies, procedures and practices**

Merseytravel has a robust process of Equality Impact Assessments (EIAs) in place through the organisation. Merseytravel's Human Resources team will use the EIA process to assess potential equality implications of its formal employment policies and procedures and other employment practices and take action where potential inequality is identified or where positive action could promote equality and

diversity. Where new policies, procedures or practices are introduced, potential equality implications will be considered and addressed as part of the development stage.

(c) Equality & Diversity Training

All Merseytravel employees receive Equality & Diversity training to help them to understand their rights and responsibilities as an employee and a colleague. Those with people management responsibilities are trained in their specific duties and responsibilities. Specialist equality and diversity training is also provided for specific work areas eg mental health awareness, sign language etc.

(d) Monitoring

Merseytravel collects monitoring information from applicants for employment and employees. This information is analysed in a variety of ways and the results are used as a way of identifying potential inequalities and taking positive action, where appropriate, to redress the imbalance.

(e) Dignity at Work

Merseytravel has a Dignity at Work Policy, which employees may use to complain about discriminatory conduct, bullying or harassment. Merseytravel will not tolerate bullying, harassment or victimisation of any kind, regardless of whether or not it is related to a particular protected characteristic. Employees may also use the Grievance Policy and Procedure to raise complaints related to potential discrimination.