

# Equal Opportunities Policy



## Our Commitment

**BJDMS LTD (trading as Run School)** is committed to the idea of equal opportunities for all. Our policy is to make sure that no customer, or person involved or associated with **BJDMS LTD (trading as Run School)** receives less favourable treatment on the grounds of:

- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Sexual orientation
- Age.

**BJDMS LTD (trading as Run School)** is opposed to all forms of unlawful and unfair discrimination. We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with **BJDMS LTD (trading as Run School)** which would devalue their contribution to society and to this organisation, or lead to a loss of their own self- respect, or respect for them from others.

Responsibility for making sure that **BJDMS LTD (trading as Run School)** fulfils its obligations under this Policy rests with **Briony Jacobs, Managing Director**

## Who does the Policy apply to?

All individuals within this organisation are responsible for compliance with this Policy, and for the positive attitude it requires. All external persons connected with **BJDMS LTD (trading as Run School)** are encouraged to hold the same responsibility and commitment.

## What will we do?

We will make sure that all our staff and sub-contractors are aware of our Equal Opportunities Policy, and where applicable will make them aware of their responsibilities.

All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

## How will we know if the Policy is working?

The working of the Equal Opportunities Policy will be monitored by **Briony Jacobs, Managing Director** on an annual basis, or sooner if necessary.

## Dealing with complaints

It is recognised that many individuals may be unwilling to make a complaint regarding equal opportunities, for a variety of reasons, including:

- Fear that others will consider that behaviour trivial
- Fear of retaliation and/or public humiliation
- Fear that the complaint will not be taken seriously

Such concerns may make an individual choose to leave the organisation, or change their job. **BJDMS LTD (trading as Run School)** regards this as unacceptable. It is important that employees

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should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously.

All complaints will receive prompt attention and will be properly investigated. We will seek to resolve them as quickly as possible.

Sometimes it may be possible for an employee affected by the behaviour of another simply to ask the harasser to stop, or make it clear that the behaviour is unwelcome. If this is appropriate then the employee should do this. However, such an approach may not be appropriate and employees should feel able to raise matters at any time with their line manager or with **Briony Jacobs, Managing Director** under the business's existing Grievance Procedure.

Signed .....

(Managing Director)

Date.....November 2010.....

# Health and Safety Policy Statement



This is the Health and Safety Policy of:-

## *BJDMS LTD (trading as Run School)*

It is the policy of **BJDMS LTD (trading as Run School)** to attach the greatest importance to the Health, Safety and Welfare at work of all its own and its customers employees / self-employed contractors. We believe that this is the Management responsibility, which ranks equally with the Company's commercial activity. The promotion of health and safety at work is a mutual objective for both employer and employee (incl self-employed contractors) and the responsibility of management cannot be properly discharged without the full and active co- operation of all employees (incl self-employed contractors).

**BJDMS LTD (trading as Run School)** is an equal opportunities employer and discrimination on the grounds of colour, sex, religion, race, ethnic origin or sexual orientation is strictly forbidden.

In line with this, our statement of general policy is:-

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with all our employees / self-employed contractors on matters affecting their health, safety and well-being.
- To provide and maintain safe plant and equipment and systems of work to ensure they are safe and without risk to health.
- To ensure the safe handling and use of all substances used in connection with our work activities.
- To provide information, instruction, training and supervision to ensure the competency of all employees / self-employed contractors to safely carry out their duties.
- To prevent accidents and cases of all work related ill health.
- To ensure that all reasonable steps are taken to ensure adequate resources (time, money and manpower) are available for this policy to be implemented.
- To provide appropriate personal protective equipment without cost to employees / self-employed contractors.
- Hazards, which may exist in connection with the work activity, are identified and eliminated through risk assessments. Where hazards still remain they will be brought to the attention of the person who may be exposed.
- To ensure adequate first aid provision on all work sites.
- To maintain safe and healthy working conditions.
- To review and revise this Health and Safety Policy as necessary at regular intervals.

It is the aim of this company to promote the highest standards of health, safety and welfare throughout its organisation in the performance of its activities.

Signed .....

(Managing Director )

Date.....November 2010.....