

CAA Equality Information Report – Annex B

CAA EQUALITY AND DIVERSITY POLICY

1 Policy Statement

- 1.1 The CAA is committed to ensuring equality of opportunity. It is our policy to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, age, disability, race, colour, nationality, ethnic or national origin, religion or belief.
- 1.2 In respect of recruitment, career progression and development, the CAA will ensure that no requirement or condition will be imposed without justification that could disadvantage an individual on any of the above grounds. Wherever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and employment conditions to meet the needs of any underrepresented groups.
- 1.3 We are committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. We will regularly review supporting policies, procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits. All employees are required to attend equality and diversity awareness training.
- 1.4 To ensure this policy is operating effectively, and for no other purpose, the CAA maintains records of employees and applicant's racial origins, gender, disability and age group. Ongoing monitoring and analysis of this information will form the basis for appropriate action to eliminate discrimination and promote equality of opportunity.

2 Objectives

- 2.1 The objectives of this policy are to:
 - Ensure that the CAA has access to the widest labour market and secures the best employees for its needs.
 - Ensure that no employee or applicant receives less favourable treatment and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the CAA and themselves.
 - Achieve a workforce reflective of the working population in any relevant market areas.

3 Workplace Benefits

- 3.1 The CAA values the different ways employees contribute to organisational goals and performance. We aim to provide everyone with the opportunity to contribute and compete on equal terms and we promote fairness by ensuring that decisions made about people are based on merit.
- 3.2 The CAA recognises the positive contribution that individual differences can bring and how these factors will support the CAA's stated Mission, Value and Guiding Principles in particular:
 - Maintaining and developing excellence in people.

- Working together effectively, internally and externally.
- Developing and empowering staff, and valuing their contribution.
- Continuously improving performance and processes.

3.3 The CAA's commitment to taking action to embed equality and diversity into the organisation is relevant to all that we do and we will:

- Understand, value and welcome equality and diversity in our workforce.
- Ensure that all relevant policies reflect our commitment to action.
- Promote positive behaviours by treating people with respect, consideration and without prejudice.
- Support the use of flexible working patterns wherever possible to enable employees to balance work and home responsibilities.

4 Ownership

4.1 Accountability for this policy rests with the CAA Executive Committee Members who will:

- Demonstrate commitment to equality of opportunity.
- Be responsible and accountable for the development of equality and diversity.
- Review progress towards equality and diversity actions as part of the normal planning cycle.

4.2 Particular responsibility for this policy falls upon managers generally and upon all those professionally involved in recruitment, selection and training activity. Managers have a responsibility for ensuring that the CAA's values and commitment to this policy are clearly communicated to employees and that any supporting initiatives are put into effective operation. Managers will:

- Demonstrate and promote considerate and fair behaviour and contribute to the advancement of equality and diversity in the CAA.
- Promote a supportive working environment.
- Ensure that any unacceptable behaviour is addressed.

4.3 All employees are responsible for ensuring that the aims and values in the policy are supported at a working level and will:

- Treat everyone with respect and without prejudice.
- Promote positive behaviours in colleagues.

4.4 Full co-operation is essential for the success of this policy and all employees are required to comply with this policy and act in accordance with its objectives so as to remove any potential barriers to equal opportunity. The CAA has no wish to influence people in their personal beliefs but specifically disassociates itself from any activity that challenges our commitment to equality of opportunity and diversity.

4.5 If any employee feels discriminated against or treated in a way that is inconsistent with this policy, they should initially seek to resolve the matter informally. They may find it helpful to consult their HR Adviser about the help and support available. If this does not result in a satisfactory outcome for them, or the

matter is more serious, the grievance procedure is available. Any act of discrimination by employees or any failure to comply with the terms of the policy will be treated as a disciplinary offence. In serious cases such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal. Further guidance on dealing with discrimination or associated harassment is available in the booklet "Equality Matters: An Employee Guide".

5 Background to this policy

- 5.1 The CAA Equality and Diversity Policy, and the measures to implement it, have been devised on the basis of advice from relevant professional bodies and in consideration of relevant legislation. An illustrative list of examples is given below:

Professional bodies:

Equality & Human Rights Commission

ACAS

CIPD

Employers' Forums on Age and Religion/Belief

Relevant Legislation:

Equality Act 2010

Public Sector Equality Duty (s149 of Equality Act 2010)