A Manager’s Guide to Equality & Diversity in the Workplace

Whatever our role within an organisation, we need to know about equality. An employer may be small or large - equality law still applies.

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| **Who should attend?**  The programme is designed for for team leaders, supervisors, managers, HR people and anyone else involved in the management of people or organisations.  **Course Benefits**    By the end of A Manager’s Guide to  Equality & Diversity I the Workplace, you will able to understand what unlawful discrimination is and the steps you must take to avoid and prevent it;how to raise a complaint of unlawful discrimination or harassment; and how to respond to complaints received from employees  **Programme Content**  **What is equality of opportunity in the workplace?**  **What is diversity in the workplace?**  **Why are equality and diversity important?**   * Your Staff * The success of your organisation * Legal compliance | **Types of Discrimination**   * Race * Sex * Disability * Religion or Belief * Sexual orientation * Age   **Unlawful Discrimination**   * Before employment * During employment * After employment has ended   **Must discrimination be intentional?**  **Who might discriminate unlawfully?**   * The employer * A manager * Fellow employees   **Who must prove that unlawful discrimination has taken place?**  **How to identify unlawful discrimination and what practical steps can you take to avoid it?**   * Direct discrimination * Indirect discrimination * Disability Discrimination * Harassment * Victimisation   **Justification**  **Reporting Procedure**  **Disciplinary Action**  **Test your knowledge** | **Contact information**  **Jeanette Lonsdale**  **HR Consultant**  **First Call HR**  **Tel: +44 (0)7917 333999**  **Tel: +44 (0)1295 720988**  **Email: jeanette@firstcallhr.com** |