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 toEquality & 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** |