

Twistedgifted Creative Consultants

Equality and Diversity Policy

Twistedgifted Creative Consultants believes that equality and diversity are important issues which impact on everyone and everything we do.

Therefore we aim to treat all people – employees or customers - with respect, irrespective of age, disability, ethnic origin, gender, sexual orientation, religion or belief.

The Disability Discrimination Act 1995

It is our policy as an employer to comply with statutory obligations under the Disability Discrimination Act 1995. It is our company practice not to treat one group of people less favourably in decisions on recruitment, training or promotion of employees.

The Sex Discrimination Act 1975 and 1986

It is our policy as an employer to comply with statutory obligations under the Sex Discrimination Act 1975 & 1986. It is our practice not to treat one group of people less favourably in decisions on recruitment, training or promotion of employees.

The Employment Equality (Age) Regulations 2006

It is our policy as an employer to comply with statutory obligations under the Employment Equality (Age) Regulations. It is our practice not to treat one group of people less favourably in decisions on recruitment, training or promotion of employees.

Disability Policy Statement

Twistedgifted Creative Consultants is committed to equality of opportunity, both in the provision of services and in our role as an employer. We believe that everyone has the right to be treated with dignity and respect. We are committed to, and will work towards, the elimination of unfair and unlawful discrimination against disabled people to ensure equal treatment in all our procedures and practices

We recognise and operate within the framework of the Disability Discrimination Act 1995 (DDA) which provides the following definition of disability:

"A physical or mental impairment which has substantial and long term adverse effect on a person's ability to carry out normal day to day activities"

However, we understand that many people are disabled by social and physical barriers as well as attitude and as such we recognise a social model of disability that uses the following definition:

"There are societal barriers that prevent disabled people from achieving their full potential, hinders their personal development opportunities and limits access to a full role in society"

In order to address this, the company will try to overcome these barriers by providing any reasonable adjustments where appropriate to do so. We acknowledge that disabled people are not all the same and that each person may have different needs. We understand that disabled

people and organisations who represent them are best placed to describe their individual needs and specific requirements.

We appreciate the contribution of, and will work with, organisations that are controlled by disabled people and with organisations promoting the interests of disabled people.

Harassment of disabled people is unlawful and will not be tolerated in any form. Any reported incidents will be fully addressed and the relevant disability discrimination, equal opportunities legislation and European Codes and, where appropriate, may result in disciplinary action.

We are committed to complying with our Equality of Service Delivery Policy, the Disability Discrimination Act 1995, the Protection from Harassment Act 1997, the Human Rights Act 1998 and the Codes of Practice of the Department for Education and Employment.

Disability Leave Scheme

The Disability Leave Scheme (DLS) provides a newly-disabled employee, or a disabled employee whose condition has deteriorated, a period of time off work to adjust to the change in personal and professional circumstances.

During this period of leave, the employee is able to assess their disability or condition and how it affects their job role, bridging the gap between sickness and a return to work.

The employee's job is protected whilst on DLS to give both the employee and their manager time to seek professional help to adapt to the new circumstances.

Integrated Equal Opportunities Policy

Twistedgifted Creative Consultants recognises that all sections of society may experience prejudice and discrimination in service delivery and employment.

We are committed to equality of opportunity both in the provision of services and in our role as an employer. We believe that all people have the right to be treated with dignity and respect. We are committed to the elimination of unfair and unlawful discrimination in all our policies, procedures and practices.

All employees will be made fully aware of this policy and without exception must adhere to its requirements.

Job Share Policy

Twistedgifted Creative Consultants is striving to be an Equal Opportunities employer and, as such, opposes all forms of unlawful or unfair discrimination. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job.

In order to develop Equal Opportunities, Twistedgifted Creative Consultants is committed to ensuring that suitable jobs are available for job share.

Job sharing is defined as the voluntary sharing of a post with the salary and conditions of service shared between individuals on a pro-rata basis. Job sharers are not to be regarded as part-timers

Maternity Leave

Twistedgifted Creative Consultants adheres to the maternity provisions which are included in the Work and Families Act, 2006 and the Maternity and Parental Leave, etc and the Paternity Leave and Adoption Leave (Amendment) Regulations, 2006. It will apply to women whose expected week of childbirth begins on or after 1st April, 2007.

Parental Leave Policy

The right to parental leave is a statutory right, introduced by the Employment Relations Act 1999 and the Maternity and Parental Leave Regulations 1999.

The right is to a total of 13 weeks' unpaid leave for the purpose of caring for a child. An additional 5 weeks shall be granted to those with responsibility for a child for whom Disability Living Allowance has been claimed. In its widest sense caring for a child may be viewed under the regulations as allowing parents to spend more time with their children when they are young and to relieve some of the stresses of working and caring.

Voluntary Reduced Working Time Policy

Twistedgifted Creative Consultants is striving to be an equal opportunities employer and, as such, opposes all forms of unlawful or unfair discrimination. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job.

In order to develop equal opportunities, the company is committed to ensuring that, where possible, employees are able to combine work with other commitments.

By accommodating requests for flexible working wherever possible, existing employees may have the opportunity to vary normal contractual hours to suit work and domestic circumstances.

Dignity at Work Policy

Twistedgifted Creative Consultants strives to be an equal opportunity employer and opposes all forms of unlawful and unfair discrimination. We believe that all people have the right to be treated with dignity and respect.

The company is aware that harassment in its many forms has a detrimental and negative effect on individuals and therefore on efficiency. By putting our equal opportunities policy into practice, the company has resolved to create a working environment that supports the dignity of women and men at work and is free from harassment, intimidation, bullying and victimisation.