



The Coal
Authority

EQUALITY AND DIVERSITY POLICY

Last Reviewed: September 2014
Next Review: September 2015



Contents	Page
1. Introduction	3
2. Policy Statement	3
3. Responsibilities	3
3.1 Senior Management	3
3.2 Managers	4
3.3 Staff	4
3.4 HR & OD Department	4
4. The Importance of Equality and Diversity to The Coal Authority	4
5. Single Equality Scheme	5
6. Communication and Consultation	5
7. Complaints	5
8. Training and Awareness	6
9. Policy Review	6
Appendix 1	
The Coal Authority Single Equality Scheme Action Plan 2014/17	7

EQUALITY & DIVERSITY POLICY

1. Introduction

The Coal Authority's aim is to develop a reputation based on being:

1. Experts
2. Able to look at issues from all angles
3. Inventive
4. Agile

It is within these values that embed our commitment to equality and diversity in all that we do and to be an organisation that people are proud to be part of.

2. Policy Statement

Our aim is to create a working environment that upholds the right of individuals to be treated with respect and dignity and eliminate unlawful discrimination, victimisation or harassment.

The Coal Authority is committed to:

- Attracting, recruiting, retaining and developing the very best talented people from a wide range of backgrounds, interests and experiences, to contribute to its business at every level.
- Ensuring that no one involved with the work of The Coal Authority will receive less favourable treatment because of their race (which includes colour, nationality and ethnic origin), disability, age, sex or sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy or maternity. These are known as 'protected characteristics' under the Equality Act.
- Embracing difference, listening to and meeting the changing needs of its staff, customers and stakeholders.
- Publishing a Single Equality Scheme demonstrating its on-going commitment to equality and diversity and ensuring that equality and diversity is integrated into all policies, practices and training.
- Being transparent in collecting and monitoring data to address any negative impacts or imbalances.

3. Responsibilities

Developing a culture of equality and diversity where everyone is able to fulfil their potential in an environment free from discrimination, victimisation or harassment is a responsibility for all Coal Authority staff. This policy also applies to temporary staff, contractors and suppliers working on our premises or acting on our behalf.

3.1 Senior Management

Strong leadership will be provided at the most senior levels of The Coal Authority to define the culture and promote strategies where equality and diversity is mainstreamed into business activities in their Directorates and where discrimination, victimisation, harassment is not tolerated.

3.2 Managers

Managers will implement equality and diversity strategies to embed these into day to day operations and business activities. Managers will lead by example in managing the conduct of staff and contractors to reflect The Coal Authority's commitment. Managers will ensure appropriate and consistent action is taken against anyone who is found to have acted in breach of this policy.

3.3 Staff

All staff will be required to conduct themselves appropriately at work to create a working environment which is conducive to providing equality, respect and dignity at work for all. Staff are encouraged to report any issues that may affect them personally or that of a colleague to ensure that The Coal Authority is able to eliminate any forms of harassment, discrimination or victimisation.

3.4 HR & OD Department

The HR & OD Department will develop equality and diversity action plans to support a Single Equality Scheme. Workforce data will be collated to monitor policies and activities to keep the Single Equality Scheme under review.

4. Importance of Equality and Diversity to the Coal Authority

We recognise that operating within a working environment which embraces equality and diversity makes good business sense.

The benefits this can bring are:

- Having a diverse workforce that can think more widely and in line with diverse experiences, thereby having the potential to identify with our many customers and stakeholders.
- Improved staff morale as staff know they will be treated with respect and dignity and judged fairly on their outputs for rewards and promotion.
- Being an employer of choice with a good reputation for best practice and a great place to work.

5. Single Equality Scheme

The aim of The Coal Authority's Single Equality Scheme is to manage the equalities and diversity agenda within the organisation as intended by the Equality Act 2010. This single scheme therefore covers race, disability, gender reassignment, sex and sexual orientation, religion or belief and age to ensure legislative and best practice requirements are being met in relation to all strands of equality. (See Appendix 1)

The legislative requirements from the various strands of equality are to:

- Eliminate unlawful discrimination, victimisation and harassment
- Promote equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Under the Single Equality Scheme, equality impact assessments will be carried out to assess the impact of a change to a policy or service on people with protected characteristics.

6. Communication and Consultation

The Coal Authority will communicate and consult on its Equality and Diversity Policy to provide transparency and to ensure that we are truly embedding our commitments in this area and adopting best practice.

Consultation may take the form of:

- Hosting meetings with relevant representative groups
- Consulting staff, stakeholders and job applicants
- Staff surveys
- Consulting the Cultural Development Group and Staff Liaison Committee

7. Complaints

Any complaints in relation to equality and diversity either from the public or from staff will be taken seriously and dealt with promptly and in a sensitive manner.

Members of the HR & OD department are available for confidential consultation on any issues that concern an individual member of staff relating to discrimination, bullying, harassment or victimisation. Staff may report issues directly to their line manager, any senior manager or a member of the HR & OD department.

The Coal Authority will deal with complaints via the Grievance Policy, Dignity at Work Policy and Disciplinary Policy as appropriate.

8. Training and Awareness

Training will be provided to all staff employed by the Coal Authority to ensure they are familiar with equality and diversity issues and understand the role they have to play in meeting The Coal Authority's commitments.

All agency and contract staff will be asked to familiarise themselves with this policy.

9. Policy Review

This policy will be kept under annual review.

Appendix 1

THE COAL AUTHORITY - SINGLE EQUALITY SCHEME ACTION PLAN 2014-17

Action	Equality and Diversity Area	Comment and Proposed action	Timescales
1.	All staff to receive Equality and Diversity training	Two mandatory courses to be run one in diversity and one bullying and harassment awareness.	Sept 14 and on-going
2.	Update workforce profiles	Update equalities data for analysis to identify any issues to address through the Equalities and Diversity action plan.	31 st March 2015
3.	Continue with reward strategy to identify equal pay issues emerging from the introduction of new starters previously earning market salaries.	Conduct a desk top review to identify equal pay issues and continue to address through Pay Remit. Produce report for inclusion in Pay Remit and report to HR & Remuneration Committee.	31st May 2014
4.	Continue to gather any equality and diversity issues from annual Staff Wellbeing Survey	Ensure all issues are captured in the Departmental or Corporate Wellbeing Action Plan to ensure any issues are addressed effectively.	31 st August 2014

5.	Add Equality and Diversity to meetings and Committee agendas	Use the Cultural Development Group to monitor equality and diversity issues. Produce annual report to HR & Remuneration Committee to confirm actions achieved and compliance with legal duties.	31st May 2014 31 st March 2015
6.	Identify new HR Information system to act as an enabler to effectively capture and report on equality statistics.	Commence project plan for the sourcing of a new system capable of being integrated with other internal systems.	31 st March 2015