

You are required to provide your organisations equality and diversity policy or statement which meets the criteria listed below dependant on the number of employees in your organisation currently (as indicated in SQ1n).

Number of Employees (as indicated in SQ1n) – less than 5
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If your organisation has fewer than 5 directly employed people you must provide written assurance (equality and diversity statement) that the appropriate commitment to equality and diversity will be achieved. This equality/diversity statement must consider as a minimum the following:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage
- Civil Partnerships
- Pregnancy
- Maternity
- Race
- Religion
- Belief
- Sexual orientation
- Equality Act 20

Number of Employees (as indicated in SQ1n) – 5 to 49
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If your organisation has between 5 and 49 employees you must provide an equality and diversity policy that meets the below criteria a to d:

- a) Provision of an equality and diversity policy in respect of age, disability, gender, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief and sexual orientation that covers the following as a minimum:
 - recruitment, selection, training, promotion, discipline and dismissal
 - commitment to eliminate discrimination, harassment and victimisation, making it clear that
 - these are disciplinary offences within the organisation
 - identification of the senior position with responsibility for the policy and its effective 1.
 - implementation
 - how you communicate the policy to your staff, clients, users and customers
 - steps taken to monitor the equality/diversity policy.
- b) Effective implementation of the policy in their recruitment practices, to include open recruitment methods such as the use of job centres, careers service, press advertisements or the internet.

- c) Regular reviews of the equality/diversity policy.
- d) Monitoring of applicants by age, disability, gender, gender re-assignment, race, religion and belief, sexual orientation followed by regular analysis of the data.

Number of Employees (as indicated in SQ1n) – 50 or more

If your organisation has 50 or more employees you must provide an equality/diversity policy that meets the above criteria a to d and the following criteria e to j:

- e) Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline and dismissal of staff.
- f) Provide general equality training for managers, as well as additional equality training for any staff responsible for recruitment and selection.
- g) In addition to criterion d, carry out monitoring in the following areas of employment:
 - staff in post
 - applicants applying for posts
 - employees taking up training and development opportunities
 - staff promoted
 - staff transferred
 - staff disciplined and dismissed
 - staff raising grievances
 - staff leaving employment.
- h) If monitoring reveals under-representation of the groups listed in 7 above there is a necessity to take steps which could include positive action to address any inequality.
- i) Regular reporting and consultation on equality and diversity issues within the workforce.
- j) Mention in their recruitment advertisements and publicity literature that diversity and equalities practices are in place.

Please note if after award of the Framework your number of employees increases you will be required to provide the relevant equality/diversity policy.