



Future Horizons Leeds

Unit 1, 2 Wyther Lane 2 Wyther Lane, Kirkstall, Leeds, West Yorkshire, LS5 3BT



4. Policy

4.1 Future Horizons Leeds takes a zero-tolerance approach to any discrimination, bullying, harassment and/or victimisation which one member of staff may perpetrate against another and/or against any other person, including but not limited to former employees, job applicants, clients, customers, suppliers and visitors.

4.2 Equally, this policy not only applies in the workplace but also outside of it when the member of staff is dealing with customers, suppliers or other work-related contacts, or when wearing a work uniform and on work-related trips or events including social events.

4.3 The following forms of discrimination are prohibited under this policy and are unlawful:

- | **Direct Discrimination:** Treating someone less favourably because of a protected characteristic; for example, rejecting a job applicant because of their religious views or because of their sexuality
- | **Indirect Discrimination:** A provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time may adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified
- | **Bullying:** This is categorised as offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can leave an employee feeling vulnerable, upset, humiliated, undermined or threatened. Bullying is dealt with further in our Anti-Bullying Policy and Procedure
- | **Harassment:** This includes sexual harassment and other unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Bullying Policy and Procedure and our Harassment Policy and Procedure
- | **Victimisation:** Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment
- | **Disability Discrimination:** This includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability

4.4 Any data collected as part of this policy will be processed in accordance with current data protection legislation, the Privacy Notice issued to staff and the Data Security and Data Retention Policy and Procedure of Future Horizons Leeds. Future Horizons Leeds appreciates that certain health data and medical reports will be special category data and Future Horizons Leeds will process this data accordingly.

4.5 Future Horizons Leeds complies with the Equality Act 2010 and the United Nations Convention on the Rights of Persons with Disabilities in all its processes regarding employees.