

Equality and Diversity

Loch Fyne Financial aim to provide a welcoming environment in which all employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunity to progress. We will treat all employees with respect and dignity, and in an equivalent fashion, and will seek to provide a working environment free from harassment, discrimination and victimisation.

Loch Fyne Financial will not tolerate any form of discriminatory behaviour from other employees or members of the public.

Equality and Diversity Policy

1. Policy Statement

Loch Fyne Financial aim to provide a welcoming environment in which all employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunity to progress.

To this end, Loch Fyne Financial aim to ensure that all actual or potential employees are treated in an equivalent fashion, regardless of: age, disability; family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity and any other irrelevant criteria.

2. Key principles

- Loch Fyne Financial believes that all forms of prejudice and discrimination are unacceptable. In recognition of the fact that they can take a variety of forms, depending on the group against whom they are directed, Loch Fyne Financial will adapt/develop policies embodying the issues specific to discrimination on the grounds of the following protected characteristics:
 - Age
 - Disability
 - Gender
 - Race
 - Religion or Belief
 - Sexual Orientation
 - Gender Reassignment
 - Pregnancy and Maternity
 - Marriage and Civil Partnership
- Loch Fyne Financial will seek to challenge inequality, prejudice and discrimination.
- Loch Fyne Financial will seek to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Loch Fyne Financial embraces diversity in all its aspects, and aims to have a workforce and Management Team which reflects, at every level, the community it serves.

- Loch Fyne Financial will treat all employees with respect and dignity, and seek to provide a working environment free from harassment, discrimination and victimisation. Loch Fyne Financial will not tolerate any form of discriminatory behaviour against its employees either from other employees or members of the public and will work to eliminate bullying and harassment in all its forms. Prompt and considerate action will be taken to investigate incidents of bullying and harassment.
- In seeking to achieve a balanced workforce population at all levels, Loch Fyne Financial will ensure that no employee, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job or programme of learning. Reasonable adjustments will be made to arrangements and premises to ensure equal access for people with disabilities.
- In order to ensure that all staff and potential staff are treated with equality and fairness at all stages of employment, and that their treatment is based solely on objective and job related criteria, Loch Fyne Financial will ensure that equality issues are embedded into all its policies and procedures.
- Loch Fyne Financial will seek to actively promote equality and diversity throughout Loch Fyne Financial.

3. Structures

1. The Office Manager will have delegated responsibility for equality issues. The designated person will ensure that regular reports are made to the Management Team. All Head of Departments have the remit to promote Equality and Diversity across Loch Fyne Financial and support teams and individuals.
2. A standing agenda item to discuss issues relation to Equality and Diversity will be included in Management Meetings under the agenda item "Staff".

4. Monitoring

- Loch Fyne Financial undertakes to conduct comprehensive and effective monitoring of all aspects of staffing.
- Loch Fyne Financial is committed to monitoring on an ongoing basis and as policies and practices change. Equality and Diversity will also be monitored as part of the Staff Review processes.
- The main forms of monitoring used by Loch Fyne Financial will be the composition of the existing workforce, Management Team and the recruitment processes with particular reference to ethnicity, age, disability and gender.

5. Positive action

Loch Fyne Financial undertakes to follow positive action measures allowed by law to rectify any disadvantages in employment revealed by monitoring. In particular to promote equality as detailed in Loch Fyne Financial' Equality Objectives.

6. Training

Equality and diversity training will be provided to all staff as part of the induction process. Specific training will also be provided for throughout the year on different aspects of equality and diversity as appropriate.

7. Raising concerns

- If an employee believes they have not been treated fairly within the scope of this policy they may raise the matter through Loch Fyne Financial's Grievance Procedures.

8. Publicising the policy

Loch Fyne Financial's commitment to equal opportunities and the Equality and Diversity policy will be communicated widely to employees and the public at large through:

- employee induction programmes
- through Loch Fyne Financial web site

9. Review

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice.