



**Work Choice**



## Code of Conduct for Equality and Inclusion

Working in partnership with SHAW Trust, **ELITE** are committed to achieving equality of opportunity and inclusion.

**ELITE** places great emphasis on understanding, acceptance and appreciation of individual differences.

**ELITE** will treat everyone with dignity and respect, recognising the value of each individual.

**ELITE's** purpose for these guiding principals is to stop discrimination and improve the quality of life for all by eliminating unfair discrimination from our policies and practices.

**ELITE** recognises that this will improve the quality of its workforce and the services we deliver.

**ELITE** expects that everyone makes themselves aware of our principles, policies and Code of Conduct and treats each other with respect and dignity at all times. The Code of Conduct outlines **ELITE's** expectations of you in all aspects of your working life.



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## Your commitment will be:

- To contribute to a working environment that is without discrimination, accessible, comfortable, healthy, well maintained, welcoming and free of harassment, victimisation and bullying
- To demonstrate and share your commitment to valuing equality and diversity and to develop attitudes and behaviours that support this
- To challenge what you consider to be unacceptable behaviour, be pro-active with regard to diversity and take personal responsibility to promote good practice and create change
- To identify your own learning and development needs on equality and diversity issues continuously and undertake relevant training to maintain and improve your knowledge and contribute to the learning and development of others
- To consider what may be of offence to somebody else
- To not tolerate exploitation of position within the organisation
- To recognise that it is not acceptable to withhold information and knowledge necessary to allow others to undertake their duties. This includes information that may affect a recruitment decision, such as disclosure of unspent criminal convictions
- To discourage a culture of unreasonably long working hours , which can discriminate against staff with other responsibilities
- Not to make judgements on ability and future potential

The Code of Conduct applies to all modes of communication, including verbal, electronic, written and body language. Lack of communication is considered to be just as unacceptable.



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