



Happy Talk

Speech and Language Therapy Ltd.

M: 079 835 87528
T: 01253 275288
E: help@happy-talk.co.uk
www.happy-talk.co.uk

Happy Talk Ltd equality, diversity, and inclusion policy

Happy Talk Ltd is committed to encouraging equality, diversity, and inclusion among our workforce, clients, and partners, and eliminating unlawful discrimination.

The aim is for our workforce, our clients, and partners to feel respected. We are committed against unlawful discrimination of our employees, clients, partners, and the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate, in line with the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training, or other developmental opportunities
4. Oppose and avoid all forms of unlawful discrimination in the delivery of our services and provide equality, fairness, and respect for all.
5. Oppose and avoid all forms of unlawful discrimination in our dealings with partner agencies and the public, providing equality, fairness, and respect for all.

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Registered Office: Happy Talk Ltd, Beckett House, Wyrefields, Poulton-le-Fylde. Lancashire. FY6 8JX



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Our commitments

The organisation commits to:

1. Embracing difference, ensuring equality, understanding diversity, and supporting inclusion in the workplace and in our settings which is central to our company values, our community engagement, and our work as Therapists.

2. Creating working environments free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, where individual differences are recognised and valued.

This commitment includes mandatory training for all employees in equality and diversity and about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and the delivery of services to prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, clients, partner agencies and the public

3. Take seriously, complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers, visitors, the public and any others during the organisation's work activities.

Complaints about staff, if upheld, will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

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5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce in meeting the aims and commitments set out in the equality, diversity, and inclusion policy. Reference the latter during recruitment.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the senior clinical team and has been shared for comment and agreement from all of the staff in post.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the shared drive under "policies". This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy Review January 2023 by HT Director and senior clinical team.