

# Valuing Diversity

## (Equal Opportunities Policy)

Our philosophy is to work with all staff and customers as unique individuals. How we work is negotiated individually with each new customer and team member according to their needs.

### Employees and Associates

- Employees and Associates know how their pay is made up and the organisation runs accounts which are open..
- Training opportunities are offered to the team regardless of how often they work
- 3D Coaching has a Grievance and a Disciplinary procedure
- All our team share our values. Some share beliefs.
- Supervision is used to understand the dynamics in the client/ customer relationship
- Job descriptions: Our job descriptions clearly state what tasks will be undertaken and what skills individuals will require to fulfil the role. All requirements are directly related to the job. All roles have associated job descriptions

### Customers

- We avoid religious discrimination when providing services. Customers come from all faiths and none.
- Our documentation invites customers to tell us about any specific requirements and we then work with them to meet these.

### Building

- The building has disabled access. The office is on the first floor and there is access by lift.

### Monitoring

- Gender, age, disability, race, religion and sexual orientation of staff and associates are monitored
- We do not discriminate in the delivery of our services.

### Recruitment and selection

- Recruitment and selection criteria are based on competency rather than specific qualifications
- As the business has grown, diverse networks are informed of needs and we are receptive to enquiries from potential team members.
- Potential team members are provided with an opportunity to demonstrate how their skills and knowledge are applied in the 3D style in order to assess what support they might need to deliver our quality standard. Mentoring is available for team members with potential. Feedback is given for those who do not meet the required standards.
- Core admin team members are provided with training to give them the skills they need to perform the tasks required.