

## Deploy an organisational equality and diversity policy

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### Overview

This standard is about the skills and knowledge needed for you to deploy an organisational equality and diversity policy.

Food and drink businesses require a number of different policies, setting a clear equality and diversity policy can reduce the need for disciplinary and legal action and can help retention in the workplace. Equality and diversity is a regulated area of business and policies developed in this area must comply with regulated minimum requirements.

You must be able to gain support for the equality and diversity policy, establish organisational systems and procedures to ensure communication and deployment across the food business. You must also ensure the equality and diversity policy is embedded within the day to day running of the food and drink business and establish systems that monitor compliance with the policy.

You will need to know and understand the regulatory requirements, requirements and responsibilities of the governing body. You must also know and understand the limits of authority and possible risks associated with the operation of a food and drink business.

This standard is for you if you work in food and drink operations and/or supply operations and are involved in deploying an organisational equality and diversity policy.

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### Performance criteria

*You must be able to:*

#### **Prepare for policy implementation**

1. confirm the key objectives of the policy
2. plan how you will achieve an equal and diverse working environment
3. discuss with colleagues the impact of the deployment plans on productivity, quality, compliance or other areas of the food business
4. gain support for the policy from colleagues and stakeholders
5. determine the immediate and on-going resources and timescales available to ensure deployment of the policy

#### **Manage policy**

6. communicate the benefits to the organisation of an equality and diversity policy
7. confirm the policy is communicated in ways that meets the needs of the different audiences within the food and drink business
8. brief relevant colleagues on their roles and responsibilities for deployment
9. identify and make clear implications to the organisation or individual of not adhering to the equality and diversity policy
10. liaise with colleagues to embed the policy into current systems and procedures
11. provide on-going support, encouragement and information to manage deployment
12. implement the policy, selecting and applying a range of management tools and techniques

#### **Ensure adherence to the policy**

13. encourage feedback from colleagues on the deployment and use of the equality and diversity policy
14. handle fears and objections to the policy in an equitable manner
15. resolve problems and challenges
16. communicate progress to relevant colleagues at regular intervals
17. identify any required changes to the policy
18. establish systems that monitor compliance with regulatory and organisational requirements of the policy

## Knowledge and understanding

*You need to know and understand:*

1. the regulatory requirements of those providing governance to a food and drink business and the processes and systems required to provide governance to a food and drink business
2. the remit of the governing body and the limits of its authority
3. the regulatory requirements relating to the operation of a business and those specifically relating to the operation of a food and drink business
4. the different options available for the legal format of a food and drink business including sole trader, partnership, limited company or not for profit community interest companies and industrial and providence societies
5. the advantages and disadvantages of each legal format and how it affects the operation of a food and drink business
6. how the legal format can affect the tax position of the food and drink business
7. the social and ethical responsibilities of the governing body of a food and drink business
8. the specific liabilities that lie with the governing body of a food and drink business including health and safety, insurance, public liability, fire regulations, copyright and patent and others who this liability ultimately lies with
9. why adherence to compliance with regulations, codes of practice and organisational requirements is essential to the success of a food and drink business and why it is important for the governing body to recognise and understand this
10. the importance of informed input into decision making around strategy and policy development in a food and drink business
11. the financial risks associated with the operation of a food and drink business and the implications to those providing governance if the food and drink business were to fail

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