

**Overview**

This standard is about the skills and knowledge needed for you to develop 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 determine your businesses stance on diversity and scope the content of an organisational equality and diversity policy. You must also be able to comply with regulations relating to equality and diversity requirements and ensure colleagues contribute to the policy development process.

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 business.

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

## Develop an organisational equality and diversity policy

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### Performance criteria

*You must be able to:*

#### **Gather information**

1. source information relating to the regulated requirements of an equality and diversity policy
2. source information from a variety of sources relating to the development of best practice content of an equality and diversity policy
3. research best practice relating to the development of equality and diversity policies
4. communicate the intention to write or revise an equality and diversity policy to the workforce
5. follow guidance from relevant professionals on the content of an equality and diversity policy

#### **Write a policy**

6. embed the requirements of all equality and diversity regulations into the policy content
7. evaluate the implications of the policy on current organisational systems and procedures
8. confirm the policy is based on current best practice
9. confirm the policy reflects the beliefs of the food and drink business
10. embed within the policy the intention of the food and drink business to monitor compliance with the equality and diversity policy
11. write a draft equality and diversity policy

#### **Confirm the policy content**

12. communicate the draft policy to colleagues adhering to organisational requirements
13. confirm the draft policy is communicated clearly and in a way that meets the needs of different audiences
14. encourage feedback, questions and debate relating to the policy
15. confirm the content of the policy meets organisational and legal requirements
16. record, store and communicate the confirmed policy in accordance with organisational requirements

## 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

## Develop an organisational equality and diversity policy

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