

**Bayside Estates Sales & Lettings LTD trading as Bayside Property Lounge.**

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Should you require this document in an alternative format, please contact us. For further information about this policy please contact:

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**Position:** Director

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**PURPOSE OF THE POLICY**

The purpose of this policy is to state our organisation's values on equality and diversity and show how the organisation will put these into practice. We want to show staff, potential staff and customers that Bayside Property Lounge is serious about fairness.

Bayside Property Lounge recognises and accepts its responsibility to ensure equality and diversity in all areas of operation.

**The policy will be monitored and reviewed annually.**

**POLICY AIMS AND OBJECTIVES**

Bayside Property Lounge is committed to equality for all people. Bayside Property Lounge is committed to operating in accordance with the 2010 Equality Act in the implementation of this Policy, in addition to any associated legislation laid out in the appendices of this document and relevant Codes of Practice.

The organisation will monitor its policies and procedures to ensure that this policy and its principles are upheld. Every executive, manager and employee has the responsibility to implement this policy. All staff have a responsibility not to discriminate or harass other staff, customers, landlords, contract holders and contractors. Any behaviour of this manner should be reported to Carla Louise Davies immediately.

Bayside Property Lounge is an equal opportunity employer and is committed to ensuring that the terms and conditions of employment of the employee and potential employee are equitable and non-discriminatory. All opportunities for and during employment will be awarded to individuals fairly and irrespective of age, disability, gender, gender reassignment, material or civil partnership status,

maternity or pregnancy, race including colour, ethnic or national origins or nationality, religion or belief or sexual orientation (“the protected characteristics”). We aim to create a working environment that is free from discrimination and harassment in any form, in which staff, customers, landlords, contract holders and contractors are treated with dignity and respect.

The organisation will seek to promote equal opportunities and prevent discrimination and harassment by communicating this policy; by providing appropriate training and guidelines for those with designated responsibilities and by raising awareness through staff development.

**PROTECTED CHARACTERISTICS**

Bayside Property Lounge is committed to ensuring that everyone is treated fairly, has equal access to services and is not discriminated against, harassed or victimised in relation the following protected characteristics identified under the Equality Act 2010:

**AGE**

This refers to an individual of a specific age (e.g. 32) or an age range (e.g. 18 - 30).

**DISABILITY**

In the legislation, persons are defined as having a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

**GENDER REASSIGNMENT**

This refers to the process of changing from one gender to the other or no gender identity (non-binary).

**MARRIAGE AND CIVIL PARTNERSHIPS**

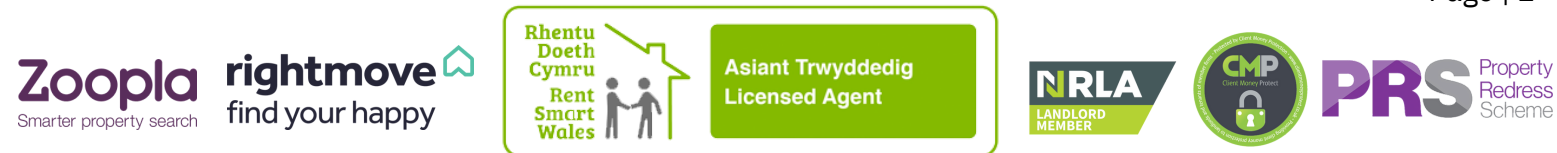
Marriage is defined as a formal union between a man and a woman or two people of the same sex. Same-sex couples can additionally have their relationships legally recognized as 'civil partnerships'.. Civil partners must be treated in the same way as married couples in a wide range of legal matters.

**PREGNANCY AND MATERNITY**

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period following birth, and is associated with maternity leave in the employment contract. In a context apart from work, women are protected from being discriminated against on the basis of maternity for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**RACE**

In legislation, this refers to a group of people defined according to their race, colour, nationality (including citizenship), or their ethnic or national origin.



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Company Registration Number: 8821168 - Registered at Companies House for England and Wales. VAT Registration Number: 308033438

If you have instructed another agent, the terms and conditions of those instructions must be considered to avoid a possible liability to pay two commissions in addition to any withdrawal fees or disbursements.

**RELIGION AND BELIEF**

Religion retains its usual meaning, but belief includes religious and philosophical creeds (e.g. Atheism). Generally, a belief should have an effect on your life choices or the way you live for it to be included in the definition. People with no religious belief are also protected.

**SEX**

Man, Woman or non-binary.

**SEXUAL ORIENTATION**

This refers to a person’s sexual attraction – are they attracted by people of the same sex, the opposite sex or people of both sexes. Although it is defined in legislation as a person’s sexual attraction, sexual orientation is a combination of emotional, romantic, sexual or affectionate attraction towards another person.

**DEFINING DISCRIMINATION**

Discrimination is defined in several ways. It may be deliberate or unconscious. It may occur on an individual level (person to person) or on an institutional level. The Equality Act (2010) expects that all staff and contractors of Bayside Property Lounge are aware of, and understand the different ways in which discrimination can happen.

**DIRECT DISCRIMINATION**

Treating an individual less fairly/worse than another individual because of a protected characteristic.

**INDIRECT DISCRIMINATION**

This happens when a service provider or employer sets out a rule, policy or way of doing things which is relevant to all, but has a worse effect on someone with a protected characteristic than on someone without such a characteristic, when this cannot be objectively justified.

**HARASSMENT**

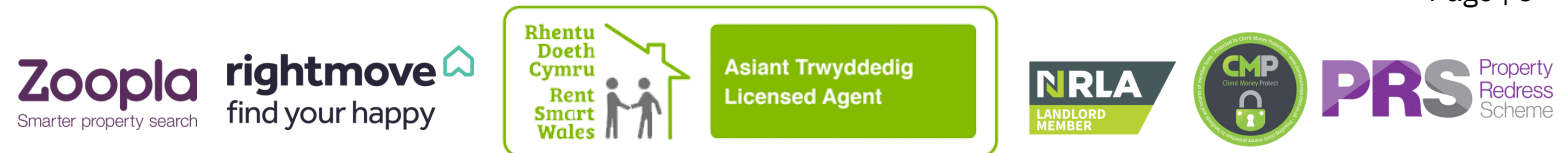
This happens when an individual behaves in an unpleasant manner which transgresses someone else’s dignity, or is aggressive, degrading, insulting or humiliating towards someone with a protected characteristic. It may be of a sexual nature.

**VICTIMISATION**

Treating someone unfavourably because they have taken (or possibly intend to take) steps under the 2010 Equality Act, or is supporting someone who is taking steps.

**DISCRIMINATION BY PERCEPTION**

People are protected against someone (wrongly) perceiving that they have one of the protected characteristics and discriminating against them, and treating them less favourably/worse because of this.



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**DISCRIMINATION BY ASSOCIATION**

People are protected against someone discriminating against them because of their association with someone who has a protected characteristic. This includes the parent of a disabled child or adult or someone else who is a carer for a disabled person.

**DISCRIMINATION ON THE BASIS OF MATTERS ARISING FROM A DISABILITY.**

Treating a disabled individual unfavourably because of something associated with the disability when this cannot be justified.

**INSTRUCTIONS TO DISCRIMINATE**

Bayside Property Lounge will not accept any instruction from a client to discriminate against any individual.

**WORKING ENVIRONMENT**

All individuals have a right to be treated with dignity and respect and Bayside Property Lounge takes reasonable steps to protect staff from discrimination, bullying or harassment and, in the event of a complaint, we will take appropriate action to prevent, as far as possible, a further occurrence.

All staff are encouraged to report any incidents of inappropriate or unacceptable behaviour at work or that occurs during the course of employment, on or off premises, including at work social events (whether organised by the Company or not) or at formal or informal events involving staff, customers or other work-related contacts.

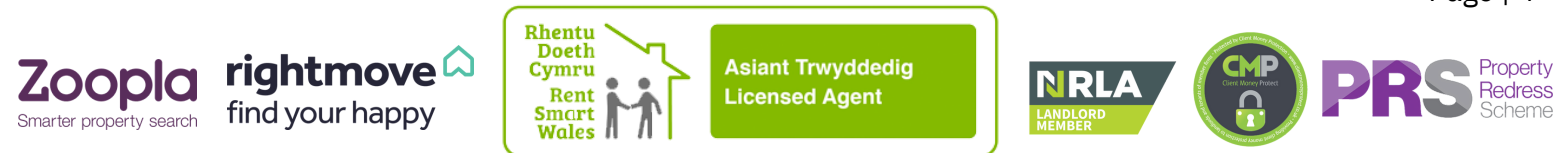
**HARASSMENT AND BULLYING**

Harassment and discrimination in relation to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation is unlawful, and employees and customers of Bayside Property Lounge have the right to be treated with dignity and respect. Harassment is not acceptable and Bayside Property Lounge will neither permit nor tolerate it.

**NO DSS POLICIES**

Letting agents and landlords must not impose blanket bans that discriminate against contract holders on benefits. Landlords should assess all potential tenancies individually, and that decisions must be made fairly on a case by case basis, considering all the risks.

Whilst the legal position is currently unclear, a blanket ban is potentially unlawful, unless of course a landlord's lender specifically prohibits them renting to people in receipt of benefits in their mortgage conditions.



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**MARKETING**

During the marketing of any property, neither any employee nor contractor of Bayside Property Lounge shall, under any circumstances, engage in discriminatory, harassing, or victimizing behaviours towards any occupant of the said property.

**RAISING AWARENESS AND PROVIDING GUIDANCE**

Bayside Property Lounge will ensure that our employees, potential employees and customers are aware of this policy by distributing a copy to all employees, and to other workers on their engagement. Job seekers, applicants and customers will be sent a copy of the policy on request.

This policy does not form part of the employment contract and may be changed at any time. The policy will be reviewed annually and changed accordingly.

**COMPLAINTS**

In the event that anyone feels that an employee, contract holder, landlord, or contractor at Bayside Property Lounge has violated their commitment to equal opportunities, the company will take appropriate action to prevent any further occurrences.

In the first instance please address any concerns or complaints to the **Director (Carla Louise Davies)**.

