

## **Word Smiths**

### **Diversity and Equal Opportunities Policy Statement**

Word Smiths is an independent partnership specialising in the creation and delivery of learning materials and training packages. We are also copywriters/editors, audio book publishers, typesetters/designers and print managers/brokers. The partnership was established in 1988 and is based in Abergavenny, Monmouthshire.

#### **Aims and Values**

We aim to encourage, value and manage diversity in all areas of our business and to be an equal opportunities employer. Our aim is to eliminate unlawful discrimination, and to promote equal opportunities within our own organisation and on behalf of our partner clients, suppliers and end users.

We do not accept discrimination on the grounds of gender, sex, marital status or gender re-assignment. Nor do we tolerate discrimination on the grounds of race, ethnic origin, colour, nationality, national origin, religion or belief, age or disability. We do not tolerate victimisation, discrimination or harassment in any form.

Both partners are committed to:

- Actively tackling racial discrimination, and promoting equal opportunities
- Encouraging, supporting, and helping all employees, associates and learners to reach their full potential
- Making sure that we ourselves and our suppliers and associates follow this equality policy statement
- Treating everyone fairly and on their own merit and ability.

#### **Our commitments**

- We undertake to plan products and services so that they reflect the principles of equality and recognise and value diversity.
- We set out to create a learning and a working environment in which all suppliers, associates and learners can contribute fully and feel valued.
- We are committed to ensuring that everything we write and publish takes account of diverse cultural backgrounds, language needs, and different learning styles.
- We always challenge stereotypes and seek to recognise prejudice and reject discrimination.
- Valuing different cultural traditions is a priority for us.
- We undertake to make sure that material that we write and publish is written clearly and is available (where necessary) in languages other than English, and in special formats.

We ensure that all our clients and suppliers understand our values and we make it clear that we expect them to support and implement our commitments.

Jane Smith, senior partner at Word Smiths, is responsible for this policy and for its implementation.

We undertake to review this statement on a regular basis, and in the light of changing legislation. This review will take place at a maximum of twelve months from the date shown below.