**What is an equality policy and why is important?**

A policy of equality is a manifesto that organisations such as dance schools use to demonstrate their commitment to fairness. It also lays down the process should this manifesto be broken.

By putting together an equality policy it shows your clients your commitment to fair treatment for all regardless of their age, race, sexual orientation, or religious beliefs. It also shows clients that you are aware of discrimination, victimisation, and harassment and that they are not tolerated within your company.

Having an equality policy in place protects you from facing legal action and offers all clients and workers protection from discriminatory behaviour. This will long term give all staff better morale and will make the working environment a much happier place.

**What is a Health & Safety Policy and why is it important?**

Health and safety policies are essential for every business proprietor. It shows the business owners commitment to the safety and health of their workers / clients. This policy clearly identifies what the proprietor of the business is going to do to protect both workers and clients and how they intend to do it.

The health & Safety at work act of 1974 which was passed as an act of parliament. States that it is the duty of the Employer to ensure the health and safety of all their workers. The business owner has responsibility of ensuring the welfare of the workers and to provide them with a safe environment in which they can work.

IT IS ILLEGAL TO RUN A BUSINESS IN THE UK WITHOUT A VALID HEALTH AND SAFETY POLICY.