

# Equal Opportunities Policy

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## Principles

Our company is fully committed to the active promotion of equal opportunity in the provision of all its goods and services to customers and others.

The following principles will be a condition of all aspects of our work:

1. No person or group of persons applying for employment will be treated less favourably than any other person or group of persons because of their race, colour, nationality, sex or sexual orientation or on grounds of gender reassignment, religion, disability or marital status. Proper consideration will be given to the employers obligations towards part-time workers and workers on fixed term or temporary contracts.
2. Employees will not advise, assist, encourage or commit any act which amounts to a breach of discrimination law.
3. The company will endeavour to provide fair employment opportunities. The aim of the policy will be to overcome the practical difficulties that disabled people and minority groups encounter in seeking employment.
4. In order to monitor progress in implementing the policy, the company will collect records of all those seeking employment or contracting on a self-employed basis with the company.

## Employment Policy

To this end the company will:

1. Recognise its legal obligations under the Race Relations Act 1976, Sex Discrimination Act 1975, Equal Pay Act 1970 and Disability Discrimination Act 1995, Sex Discrimination (Gender Reassignment) Regulation 1999; the Part-time Workers (Protection of Less Favourable Treatment) Regulations 2000; Employment Equality (Sexual Orientation) Regulation 2003; Employment Equality (Religious Belief) Regulation 2003.
2. Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
3. Seek to give all employees equal opportunity and encouragement to progress within the company.
4. Distribute and publicise this policy statement throughout the company and elsewhere as is from time to time appropriate.
5. Provide facilities for any employee, who believes that inequitable treatment has been applied to him or her within the scope of this policy, to raise the matter through the appropriate grievance procedure.
6. Provide all employees with training which may improve their prospects within the company and which will enhance their understanding of the need for an equal opportunities programme.

## Responsibilities

1. The overall responsibility for monitoring the effectiveness of this policy and for implementing an on-going programme of action to make the policy fully operative, is vested in the directors of the company in their areas of operation.
2. It is the responsibility of all employees to accept their own personal involvement in the practical application of this policy.

## **Grievance Procedure**

1. Any grievance arising during the course of your employment concerning your rights under this policy should be raised first with your manager.
2. If you fail to get a satisfactory solution within 2 working days you may either orally or in writing, contact a director of the company, who, after consultation, will give a decision within 5 working days. This decision is final.
3. This procedure applies to both individual and collective grievances.

## **Recruitment and Selection (including promotions and transfers) Policy**

1. Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.
2. All vacancy advertisements will include an appropriate short statement on equal opportunity.
3. Selection criteria (job description and person specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
4. Wherever possible, more than one person will be involved in the selection interview and recruitment process, and all will have received training in equal opportunities.
5. Reasons for selection and rejection of applicants for vacancies will be recorded.
6. Recruitment to all jobs will be strictly on merit.
7. In order to ensure the effective operation of the policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origin and disability.

## **Objectives**

The objectives of this policy are:

1. To ensure that the company has access to the widest labour market and secures the best employees for its needs.
2. To ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.
3. To achieve an ability-based workforce in which the strengths of each person's abilities are emphasised.

The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the company.

Behaviour or actions against the spirit and/or letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.