

EQUALITY IN THE WORKPLACE

ABOUT THIS POLICY

The aim of this policy is to ensure that no employee or job applicant is treated less fairly because of their religion or religious belief, colour; race; age; nationality; ethnic or national origin; sex, sexual orientation; gender; disability; being marital or civil partner status or other conditions not justified in law or relevant to the performance of the job.

Every possible step will be taken to ensure individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, and career management are based solely on objective and job related criteria.

The Company recognises the importance of securing the co-operation of employees and will review the implementation and further development of this policy.

Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper discrimination, harassment or intimidation. Serious breaches of any policy that promote workplace equality will be treated as gross misconduct and could render an employee liable to summary dismissal.

If you suspect there are discriminatory acts or practices you should bring these to the attention of management. We will not tolerate any act of victimisation or retaliation against an employee who has made allegations or complaints of any grounds of discrimination or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with our disciplinary procedure. We would expect our employees to support colleagues who suffer such treatment and are making a complaint.

IMPLEMENTING THE POLICY

The Directors have overall responsibility for ensuring that workplace equality is understood and implemented at all levels within the Company.

EMPLOYMENT PRACTICES

We will continue to operate our recruitment and selection process, personnel procedures and training provision in order to secure the elimination of direct and indirect discrimination and the provision of equality of opportunity.

There will be regular reviews to maintain good employment practices and those engaged in employment practices will be made aware of the Equal Opportunities Policy, the Acts and their personal liability to law.

SOURCES OF RECRUITMENT/ADVERTISING

The recruitment process will result in the selection of the most suitable person for the job in respect of experience and qualifications.

Recruitment publicity will positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies and in order to attract applications from all sections of the community, we will, as far as reasonably practicable:

Ensure advertisements are not confined to those areas or publications that would exclude or disproportionately reduce the numbers of applicants of a particular gender, racial group or age.

Avoid prescribing any unnecessary requirements, which would exclude a higher proportion of a particular gender, racial group or age. Avoid prescribing any requirements as to marital or civil partner status.

Where vacancies are filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular race, gender or age.

We will not recruit new employees solely on the recommendation of an existing employee.

If we consider it necessary to set age limits as a matter of our general recruitment policy or as a criterion of any specific job, the reason for this will be justifiable and non-discriminatory.

SELECTION METHODS

The selection process will be carried out consistently for all jobs at all levels. We will ensure that our Equal Opportunities Policy is available to all employees and in particular is given to all employees with responsibility for recruitment, selection, and promotion. The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or to train for the job in question.

SELECTION TESTS

When selection tests are used these will be limited to questions relating to the particular job and/or career requirements. The tests will measure the individual's actual or inherent ability to do or to train for the work or career. Therefore, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular sex will not be included in the tests if they are unrelated to the requirements of the particular job. Any tests that are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in the scoring mechanism.

APPLICATIONS AND INTERVIEWING

All applications will be processed in the same way. The employee responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, religion or belief, sex, age, national origin, disability, sexual orientation, marital or civil partner status, children and domestic obligations or indeed if they are pregnant.

At no time will the interviewee be asked about their health, disability during the interview process, however it is reasonable for the Company to ask whether any adjustments are required to enable them to perform in role should they be successful.

TRAINING, TRANSFER AND PROMOTION

We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with the Company's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible.

All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on gender or racial grounds and on the grounds of the employee's age, disability or sexual orientation.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice. When a group of workers predominantly of one race or sex is excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races and both sexes with different career patterns and general experience.

TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES

All terms of employment, benefits, facilities and service will be reviewed from time to time in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on age, disability or sexual orientation.

GRIEVANCES AND COMPLAINTS

All allegations of discrimination will be dealt with seriously, confidentially and speedily. We will not ignore or treat lightly grievances or complaints from members of a particular sex or racial group.

Name:	Sally Tyson
Position:	Director
Date:	1 st February 2020
Signature:	