

## EQUAL OPPORTUNITIES POLICY

### A. POLICY STATEMENT

1. We provide equal opportunities and are committed to the principle of equality regardless of race, colour ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business. We look to your support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.
2. We recognise that discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
3. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds in paragraph 1 above.
4. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
5. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
6. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
7. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

### B. RECRUITMENT AND SELECTION

1. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit.
3. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
4. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
5. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
6. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless this is a valid test of the standard of English required for the safe and effective performance of the job.
7. Selection decisions will not be influenced by any perceived prejudices of other staff.

C. MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
  - a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
  - b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
  - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.



Craig Hurst  
Managing Director  
August 2018