

## Equal Opportunities Policy

It is the policy of this Company to provide equal opportunities for all employees. The Company will also take every action possible to avoid discrimination on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age, or marriage and civil partnership. To uphold this policy, the Company will undertake the following:

### In recruitment

- Ensure that there is no discrimination shown to applicants coming for interview for new appointments, temporary or contract work.
- Ensure that job titles are not sex biased and are accurate.
- Avoid unnecessary job criteria in person specifications when recruiting new employees.
- Check that job requirements are necessary to do the job and are not a reflection of traditional practices that may be operating to the disadvantage of men or women, minorities, the disabled, younger or older people.
- Guard against sex/race stereotyping, particularly in illustrations, advertisements and recruitment literature.
- Ensure that recruitment methods used are fair to all potential applicants and advertised in the most appropriate way to reach applicants with the right qualifications. Ensure that no age or age inference is stated in recruitment advertising.
- Not use age as a discriminator in recruitment and selection.

- Recruit and retain employees whose skills and experience are appropriate to the job regardless of their age.
- Ensure that only trained or suitably experienced interviewers conduct preliminary selection interviews.
- Ensure that interviewers avoid questions that could be construed as discriminatory.
- Maintain clear interview notes and records of all applicants.

### **Training and Promotion**

- Check that all staff are being trained and developed and have the same opportunities for advancement within the Company.
- Not use age as a discriminator in training and promotion decisions.
- Examine selection criteria for training and promotion opportunities to ensure they do not indirectly discriminate.
- Monitor the progress of all trainees against the equal opportunities policy and its requirements.
- Ensure that equal standards are being operated when undertaking performance reviews and assessments.
- Where appropriate encourage all staff to put themselves forward for training and promotion.

### **Discrimination and harassment**

- Investigate all complaints of discrimination and harassment thoroughly however minor they may be considered to be at first sight.
- Take disciplinary action against any employee found to have discriminated against another employee on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age, or marriage and civil partnership.
- Take disciplinary action against any employee found to have harassed another employee on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age, or marriage and civil partnership.

### **Publication of this Policy**

- Ensure that all employees, especially new employees and those in positions of authority are made aware of this Policy