EQUAL OPPORTUNITIES POLICY - Employees

Policy Statement

We are an equal opportunities employer and are committed to treating all our employees and job applicants equally.

It is our policy to take all reasonable steps to employ and promote employees based on their abilities and qualifications without regard to the protected characteristics as stated in the Equality Act 2010 – i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We will appoint, train, develop and promote on the basis of merit and ability alone.

Employees must not harass or intimidate other employees on the grounds of the protected characteristics. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure.

Employees should draw the attention of their immediate superior to suspected discriminatory acts or practices.

Employees must not victimise or harass any employee who has made allegations or complaints of discrimination on the grounds of any of the protected characteristics. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure.

Recruitment

All job applications will be processed in the same way.

The staff 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 solely to the requirements of the job. If it is necessary to assess whether personal circumstances will affect the performance of the job, this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Promotion, Transfer & Training

We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all senior staff in order to familiarise them with our policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunities in 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 based on any of the protected characteristics.

When a group of workers predominantly of one race, sex or type of disability, 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.

Terms of Employment etc.

All terms of employment, benefits, etc. will be reviewed from time to time, in order to ensure that there in no unlawful discrimination on the grounds the protected characteristics.

November 2020