

## Equal Opportunities Policy

### 1. Statement of Policy

- We recognise that discrimination is unacceptable and although equality opportunity has been a long standing feature of our employment practices and procedures, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary investigation and, if appropriate, disciplinary action.
- The aim of the policy is to ensure no job applicant or employees is discriminated against either directly or indirectly on the grounds of race, Colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex marital status, sexual orientation or disability.
- 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.
- The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 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.
- We will maintain a neutral working environment in which no worker would feel under threat or intimidated.

### 2. Recruitment and Selection

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour, through appropriate training to ensure those employees making selection and recruitment decisions will not discriminate, whatever consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within overall framework and principles of this policy.
- Job descriptions will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only mainly, applicant of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and not unlawfully discriminate.
- Short listings and interviewing will be carried out by more than one person, where possible.
- Interview questions will be related to the requirements of the job and will not be a discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application from unassisted unless personal completion of the form is a valid test of the standard of English for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

### 3. Training and Promotion

- All managers will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- All promotion will be in line with this policy.

### 4. Monitoring

- We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring will involve:-

- The collection and classification of information regarding the race in terms of ethnic/national origin, the sex and disability of all current employees.
- The examination by ethnic/national origin, sex and disablement of the distribution of employees and the success rate of the applicants.
- Recording recruitment training and promotional records of all employees, the decisions reached and the reason for those decisions.
- The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Considerations will be given if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Signature:  .....

Position: Director

Date: 30/04/2020

Review: 01/05/2021