



Equal Opportunities
&
Diversity Policy

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We promote a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multi-cultural and diverse nature of the UK work force and society in general. We are committed to principle of fairness and mutual respect where everyone accepts the concept of individual responsibility. It is therefore every individual's responsibility to make sure that they observe and adhere to this policy at all times. We view any breach seriously.

We recognise that discrimination in the work place in any form is totally unacceptable and in most cases unlawful. Our policy seeks to ensure job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this throughout all areas of employment. This includes recruitment and selection, training and development, benefits, rewards and promotion, dealing with grievance and disciplinary issues.

Our policy complies with current legislation. We review it regularly and will update it when the law changes. However, we recognise that equality of opportunity is best achieved by day to day commitment throughout the organisation. We offer support and training where necessary to achieve and maintain this.

The selection methods we use for recruitment are related to the requirements of the job. We do not seek irrelevant qualifications, experience or skills. Applicants for employment are short-listed/selected solely on the basis of their assessed capability for the role. No job applicant, employee or anyone our organisation deals with receives less favourable treatment because of their protected characteristics. The protected characteristics are :-

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race (including colour, nationality, ethnic or national origin).
- Religion or belief.
- Sex or sexual orientation.

Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution to maintaining and environment of equal opportunity throughout the organisation. In particular, we have individual responsibility to adopt the following:-

- Do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy.
- Do not discriminate against, harass, abuse or intimidate any one on account of their protected characteristics.
- Do not place pressure on any other employee to act in a discriminatory manner.
- Resist pressure to discriminate placed on you by others and report such approaches to an appropriate manager.
- Co-operate when we investigate, include providing evidence of conduct which may amount to discrimination.
- Co-operate with any measures introduced to develop or monitor equal opportunity.

Discrimination is not just treating one person less favourable than another. It can take place because:-

- Someone *associates* with a person with a protected characteristic.
- Someone is *believed to possess* a protected characteristic (even though they don't).
- Something *particularly disadvantages* people who share a protected characteristic more than others.

We expect you to treat, and be treated by, other employees and the people our organisation deals with considerately and with respect.

If you feel subject to discrimination, make clear to the individual concerned that you find it unacceptable. Person-to-Person discussion at an early stage may be enough to resolve it without involving anyone else. Alternately, seek the help of a trusted colleague and ask them to approach whoever has caused you offence.

If discrimination continues, or you consider an instance to be particularly serious, please implement the grievance procedure. We assure you that grievances will be dealt with promptly and in a discrete and caring manner.

Should you feel an individual grievance is not appropriate to the situation, you may consider using our confidential reporting procedure.