

Equal Opportunities & Diversity Policy

Policy Statement

We are an equal opportunity employer and are committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, religion, colour, sex, age, national origin, disability, sexual orientation, marital status, children or domestic obligations.

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

Recruitment Policy

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.

1. **Advertisements** When drafting job advertisements we will avoid either direct or implied reference to race, religion, colour, sex, age, national origin, disability, or sexual orientation. Application forms are not used, consequently each candidate is free to provide such information as they feel appropriate.
2. **Selection for Interview** All job applications will be assessed objectively and consistently.
3. **Interviewing** 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 race, religion, colour, sex, age, national origin, disability, sexual orientation, marital status, children or domestic obligations.
4. **Aptitude Tests** Where aptitude tests are used, for example to assess IT competence, these will be structured to avoid discrimination. Reasonable adjustments to the tests will be made to accommodate disabled applicants.
5. **Selection** We will select the best applicant for the position regardless of race, religion, colour, sex, age, national origin, disability, sexual orientation, marital status, children or domestic obligations.

Discrimination

In all areas of our business we will not discriminate on the grounds of:

- Sex, including pregnancy and maternity
- Marital/Civil Partnership status
- Disability
- Race, colour or national origin
- Religion and/or belief (or lack of any religion/belief)
- Age
- Sexual orientation
- Employment status – full time, part time, fixed term

Harassment

The following is an extract from our Conditions of Employment which are issued to all recruits and posted on our corporate intranet:

Behaviour which causes distress to others, whether physical or mental, will not be tolerated. In particular, discrimination or intolerance of any kind, bullying, violent or threatening behaviour, or any other form of physical or mental abuse will invoke the disciplinary procedure.

Employees must not harass or intimidate other employees on the grounds of race, religion, colour, sex, age, national origin, disability, sexual orientation, marital status, children or domestic obligations. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure. Employees should draw the attention of their immediate supervisor to suspected discriminatory acts or practices.

Promotion, Transfer and Training

When considering staff for promotion, transfer between departments, and training (whether to enhance existing expertise or to learn new skills) all staff will be treated in the same way. Opportunities will be made available, and suitability assessed, regardless of race, religion, colour, sex, age, national origin, disability, or sexual orientation.

Equal Pay and Conditions

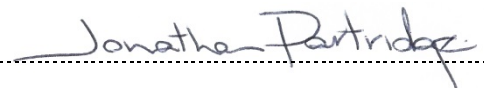
Staff will be remunerated objectively and consistently, regardless of race, religion, colour, sex, age, national origin, disability, sexual orientation, marital status, children or domestic obligations.

Equality Review

All terms of employment, benefits, etc will be reviewed from time to time to check that there is no unlawful discrimination on the grounds of race, religion, colour, sex, age, national origin, disability, sexual orientation, marital status, children or domestic obligations.

External relationships

We will promote the same values, policies and practices when dealing with clients, suppliers and members of the public as we adopt with our own staff.

Signed: 

J S Partridge (Director)

Date: 22 December 2021