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## Diversity and Equal Opportunities Policy

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### Introduction

The Company is committed to encouraging diversity and making full use of the talents and resources of all its employees. It is Company policy to treat all job applicants and employees fairly and equally and that they are not disadvantaged or receive less favourable treatment on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, religion or belief, gender reassignment, part-time or fixed term status, parental responsibilities, age, pregnancy, maternity, sexual orientation, and Trade Union membership or non-membership.

Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we do business. We will constantly strive to create a productive environment, representative of and responsive to different cultures and groups, where everyone has an equal chance to succeed. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

### Scope

All workers and employees of the Company, whether full-time or part-time, job share, agency or contract and irrespective of whether any such person is currently under a training or probationary period. This policy does not form part of any employee's contract of employment and may be amended at any time.

### Responsibilities

All employees will be made aware of the provisions of this policy and are required to ensure that the policy is carried out in its entirety.

Human Resources will ensure that all its policies and procedures are kept regularly under review to ensure that they operate within this equal opportunities policy.

Managers have particular responsibility for the implementation of this policy, but all employees are required to ensure that the policy is maintained and implemented. Any employee who fails to observe the principles of this policy will be subject to the Company's disciplinary policy.

Breaches of this policy, including bullying and harassment, could result in disciplinary action which may result in the summary dismissal of the perpetrator.

### Policy principles

#### Recruitment and promotion

The Company welcomes applications from all sections of the community and as such, our internal and external recruitment literature or advertisements will not imply a preference for any one group of applicants unless there is a genuine occupational qualification, which limits the post to a particular group. In this case, this will be clearly stated. Internal vacancies will be advertised internally where appropriate. This will be determined by Human Resources.

You may be asked to provide information, on a voluntary basis, which will help us monitor diversity and the effectiveness of this policy. This information will not be used as part of the selection process. Recruitment and employment decisions will be made on the basis of fair and objective criteria.

#### Job descriptions

Job descriptions and/or person specifications will include only those requirements, qualifications and characteristics that are essential or desirable for the effective performance of the role. It will be made clear which items are essential and which are only desirable.

#### Selection

All selection interviews and short listing will be conducted on an objective basis and deal only with the individual's suitability for the job, taking into account their skills and experience.

Questions will only be asked during interview about a candidate's personal and domestic circumstances or plans if they relate to the job requirements and will then be asked of all candidates for the post.

#### Training

Employees will be provided with appropriate training or development opportunities (depending on the needs of the business) to enable them to achieve the performance standards and targets set for them by the Company and add value to the business.

Special responsibility for the practical application of the Company's diversity and equal opportunities policy falls upon managers and supervisors involved in the recruitment, selection, promotion and training of employees, and/or conducting the Company's grievance and disciplinary procedures. These special responsibilities give rise to training needs for which provision will be made.

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### **Disabilities**

The requirements of job applicants and existing members of staff who have a disability will be reviewed. This is to ensure that where appropriate, reasonable adjustments are made to enable them to perform as well as possible during the recruitment process and while employed by the Company.

All reasonable adjustments will be made to ensure that people with disabilities have access to the same opportunities, facilities and benefits as other employees.

### **Harassment**

The Company will take all possible reasonable measures to ensure that employees, contractors, suppliers and customers are not subjected to bullying or harassment on any grounds. For further information please refer to the Bullying and Harassment Policy.

### **Complaints**

If you have any complaints relating to diversity and equal opportunities you may prefer to raise the matter informally, directly with the individual concerned, with your Line Manager or with Human Resources.

Alternatively, or if your complaint has not been resolved informally, your complaint should be reported formally in writing to your Line Manager or the Human Resources department who will investigate the matter in accordance with the Company's grievance procedure.

Complaints of bullying and harassment should be dealt with in accordance with the Company's separate Bullying and Harassment Policy.

### **Revision of the policy**

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the Human Resources Manager or a nominated deputy. You will be notified of any changes.