

## Equal Opportunities Policy

### Statement of Policy

The Company is committed to being an equal opportunities employer because we believe that everyone should be encouraged to make the best use of their skills and experience, and thereby maximise job satisfaction and organisational development.

Our policy therefore is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, sex, age, marital status, sexual orientation, disability or religion or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training, to conditions of service and reasons for termination of employment. Decisions affecting recruitment, selection, development and training will be based solely on merit and ability against objective job-based criteria.

To ensure that this policy is operating effectively (and for no other purpose) the Company maintains records of employees' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provides the basis for appropriate action to eliminate unlawful direct and indirect discrimination, and promote equality of opportunity.

The Partners are responsible for the effective operation of the Company's Equal Opportunities Policy.

### The Policy

#### **Vacancy Advertising**

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

#### **Selection and recruitment**

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

More than one person is involved in the selection interview and recruitment process.

Reasons for selection and rejection of applicants for vacancies must be recorded.

#### **Personnel records**

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

### General

#### **The objectives of this policy are to:-**

- Ensure that the Company has access to the widest possible labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, all employees are given the help they need to attain their full potential, to the benefit of the Company and themselves.
- The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the Partners of the Company. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.
- Our Grievance Procedure exists to enable staff to raise any complaint in relation to equal opportunities in confidence, knowing that it will be investigated and resolved.