

Equality Policy

1. Introduction

The aim of this policy is to ensure that no individual is treated unfairly or less favourably because of their religion or belief; race (including ethnic origin, colour, nationality and national origin); age; sex; sexual orientation; gender reassignment; disability; being married or in a civil partnership; pregnancy or maternity or other conditions not justified in law or relevant to the performance of the job.

2. Policy

Every possible step will be taken to ensure you are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay, and career management are based solely on objective and job-related criteria.

We recognise the importance of your co-operation and if you suspect there are discriminatory acts or practices you should notify management immediately.

Any allegations or complaints of discrimination in relation to the protected characteristics as outlined in the introduction will be dealt with seriously, confidentially, and timely.

We will not tolerate any act of victimisation or retaliation against an employee who has made allegations or complaints of discrimination by another or provided information about such discrimination. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure.

We would expect you to support colleagues who are making a complaint and suffer any negative treatment because of this.

Serious breaches of any policy that promotes workplace equality may be treated as gross misconduct and could render you liable to summary dismissal.

3. Employment Practices

Our recruitment and selection process, personnel procedures, and training provision will function in a way to eliminate direct and indirect discrimination and support equality of opportunity.

Those engaged in employment practices will be made aware of, and expected to comply with this policy, the relevant Acts, and their personal liability in law.

4. Sources of Recruitment or Advertising

The recruitment process will result in the selection of the most suitable person for the job in respect of experience and qualifications.

Recruitment publicity will positively encourage applications from all suitably qualified and experienced people.



When advertising job vacancies and to attract applications, we will, as far as reasonably practicable:

- Ensure advertisements are not confined to those areas or publications that would exclude or disproportionately reduce the numbers of applicants of a protected characteristic
- Avoid prescribing any unnecessary requirements, which would exclude a higher proportion of a protected characteristic
- Ensure, where vacancies are filled by promotion or transfer, that they are published to all eligible employees in a way that they do not restrict applications from those of a protected characteristic

We will not recruit new employees solely on the recommendation of an existing employee.

If we consider it necessary to set age limits as a matter of our general recruitment policy or as a criterion of any specific job, the reason for this will be justifiable and non-discriminatory.

#### 5. Selection Methods

The selection process will be carried out consistently for all jobs and at all levels.

We will ensure that this applies to all employees, including those with responsibility for recruitment, selection, and promotion.

The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or train for, the job in question.

#### 6. Selection Tests

When selection tests are used these will be limited to questions relating to the job role or career requirements. The tests will measure the individual's actual or inherent ability to do, or train for, the work or career. For example, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular sex, will not be included in the tests if they are unrelated to the requirements of the job role.

Any tests that are used will be reviewed from time to time to ensure that they remain relevant and free from any unjustifiable bias, either in content, or the scoring mechanism.

#### 7. Application and Interviews

All applications will be processed in the same way and the person responsible for short-listing, interviewing, and selecting candidates will be clearly informed of the selection criteria and the need for their consistent application. Wherever possible, all applicants will be interviewed by at least two people and all questions put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect performance in a role (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, religion or belief, sex, age, national origin, disability, sexual orientation, marital status, children, and domestic obligations, or if they are pregnant.

At no time will the interviewee be asked about their health or any disability during the interview process however, it is reasonable for us to ask whether any adjustments are required to enable them to perform in role should they be successful.

#### 8. Training, Transfer, and Promotion

We will take the necessary measures to ensure the proper training, supervision, and instruction for all line managers to familiarise them with our policy on equal opportunities, help them identify discriminatory acts or practices, and ensure they promote equal opportunity within their area of



responsibility. Everyone responsible for selecting individuals for employment, training, or transfer to other jobs, must not discriminate on the grounds of any protected characteristic.

Where a promotional system is in operation, the assessment criteria will be reviewed to ensure it is not discriminatory, and the promotional system will be checked from time to time to assess how it is working in practice. When a group of workers predominantly of one age group, race, or sex is excluded from access to promotion, transfer, training, or other benefits, the promotional system will be reviewed to ensure that there is no unlawful indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all age, race, and sex, with different career patterns and general experience.

#### 9. Pay and Benefits

Women and men employed by us are entitled to equal pay if they are undertaking work which is substantially similar or of equal value to the organisation, unless there are specific and clear reasons unconnected with their sex, which explain and justify any difference in pay. In some cases, individuals carrying out similar work may receive different salaries because of seniority, incremental points, qualifications, and other such factors.

You should raise any query or complaint concerning your pay and its evaluation in accordance with our grievance procedure.

