



Equality and Diversity  
Policy



## Policy brief & Purpose

The Company recognises the need to provide a supportive and inclusive environment where everyone can reach their full potential and have a real choice to participate in and contribute to our activities and processes, without prejudice and discrimination.

The Company has developed and implemented this policy as a positive strategy to achieve greater equality and diversity and achieve greater efficiency and better performance from staff.

By adopting this Policy the Company accepts its responsibility to comply with legislative requirements and to provide an inclusive environment where discrimination is challenged and equality is positively promoted.



## Equality & Diversity: Definitions

### **Equality**

Providing relevant and appropriate access for the participation, development and advancement of all individuals and groups.

### **Diversity**

Recognising the value of a unique range of attributes and characteristics, including diversity in age, gender, sexual orientation, disability, religion or belief, marital status, political belief, socio economic background, colour, nationality and ethnic origin.

## Responsibilities

### **Employees**

Individual members of staff are responsible for familiarising themselves with this policy.

### **Management**

Managers are responsible for ensuring that the provisions of this Policy are implemented within their own area/section or department and for making their staff aware of it.

### **Advice and Guidance**

Advice and guidance on the application or interpretation of this Policy is available from the Office Manager.

## Recruitment, Selection &

### Interviewing

Factors such as sex, sexual orientation, marital status, ethnic origin, race, religion, colour, nationality, political beliefs, disability and age should not be taken into account for the purposes of staff recruitment and selection for a job should be made solely on merit. The only consideration shall be that the individual meets or is likely to meet the requirements of the post.

## During Employment

Factors such as sex, sexual orientation, marital status, ethnic origin, race, religion, colour, nationality, political beliefs, disability and age shall not be taken into account for the purpose's appointment, training, appraisal, promotion, discipline etc.

## Training and Professional Development

### **Career Development Opportunities**

Career development opportunities will be communicated as appropriate, to all employees, who will be given equal access to those opportunities.

Any organisation or individual providing training for Company staff should request advance information from those attending regarding any special requirements, in order that suitable arrangements can be made.

## Complaints

Any member of staff who has a concern that this Policy is not being appropriately implemented should raise the matter in writing with their Line Manager in the first instance.

Applicants for employment with a complaint relating to non-implementation of the Policy should write to the Office Manager.

## During Employment

Factors such as sex, sexual orientation, marital status, ethnic origin, race, religion, colour, nationality, political beliefs, disability and age shall not be taken into account for the purpose's appointment, training, appraisal, promotion, discipline etc.

## **Monitoring and Reviewing**

The Company will monitor the implementation of this Policy. The Policy will be reviewed periodically in accordance with Company practice.

