



## **Equal Opportunities Policy**

It is the policy of this organisation to provide equal opportunities for all employees and trainees. The Company will also take every action possible to avoid discrimination on the grounds of sex, sexual orientation, race, ethnic origin, religion and belief or disability. To uphold this policy, the Company will undertake the following:

### **In recruitment**

- Ensure that job titles are not sex biased and are accurate.
- Avoid unnecessary job criteria in person specifications when recruiting new employees.
- Check that job requirements are really necessary to do the job and are not a reflection of traditional practices that may be operating to the disadvantage of men or women, minorities, the disabled or older people.
- Guard against sex/race stereotyping, particularly in illustrations, advertisements and recruitment literature.
- Ensure that recruitment methods used are fair to all potential applicants.
- As a general rule, not use age as a discriminator in recruitment and selection.
- Ensure that only trained or suitably experienced interviewers conduct preliminary selection interviews.
- Ensure that interviewers avoid questions that could be construed as discriminatory.
- Maintain clear interview notes and records of all applicants.

### **Training and Promotion**

- Check that all staff are being trained and developed and have the same opportunities for advancement within the Company.
- As a general rule, not use age as a discriminator in training and promotion decisions.
- Examine selection criteria for training and promotion opportunities to ensure they do not indirectly discriminate.
- Monitor the progress of all trainees against the equal opportunities policy and its requirements.
- Ensure that equal standards are being operated when undertaking performance reviews and assessments.
- Where appropriate encourage all staff to put themselves forward for training and promotion.

**Last Review Date: 27 July 2010**