

	EQUAL OPPORTUNITIES & DIVERSITY POLICY	Ref:	IMS doc 119
		Issue:	2017
		Date:	April 2017

STATEMENT OF POLICY:

Clifford Devlin Limited is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of disability, colour, race, nationality, ethnic or national origin, sex, gender (including gender reassignment), sexual orientation, age, marital status, religious or other similar philosophical belief, political belief, trade union activity.

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted this policy as a means of helping to achieve these aims.

What is discrimination?

Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

Indirect discrimination occurs where one individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race/nationality or age group finds more difficult to meet, although on the face of it the provision criterion or practice is 'neutral'.

For example, a requirement for GCSE English as a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.

Commitment

We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.

Recruitment and employment decisions will be made on the basis of fair and objective criteria.

Encourage all its employees to take an active role against all forms of discrimination and harassment

Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

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All employees have a right to equality of opportunity and a duty to implement this policy and are encouraged to take an active role against all forms of discrimination and harassment. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.

Demonstrate to all employees that they can rely upon the Company's support in cases of discrimination or harassment at work. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Company's grievance procedure.

The Company is fully committed to providing a good and harmonious working environment that offers equal treatment and equal opportunities for all employees and where every employee is treated with respect and dignity. The Company's aim is that remuneration, recruitment, promotion and retention should not be affected by irrelevant considerations and stereotyping.

The Company recognises that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. The Company's equal opportunities policy will help all employees develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Whilst the Company recognises that the overall responsibility for the effective operation of this policy lies with the Board of Directors, all employees, whatever their position within the Company, have some measure of responsibility for ensuring its effective implementation in their day to day activities and working relationships with colleagues.

Employees should ensure that:

- They co-operate with any measures introduced to develop equal opportunities;
- They respect the sensitivities of others;
- They refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of this policy and, for employees of managerial status, that they ensure that those who report to them also comply with the policy;
- They do not instruct, induce, or attempt to induce or pressurise other employees to act in breach of this policy;
- Employees who make complaints of breaches of this policy are treated fairly and responsively both when the complaint is made and thereafter.

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Breaches of the Company's equal opportunities policy and procedures and any unfair or unlawful discrimination will not be tolerated and will be dealt with under the Group's disciplinary procedures. In serious cases, this could lead to dismissal of the relevant individual.

The policy shall also apply to employees of contractors working at the Company's premises or sites.

General application of Policy

- **Recruitment and Selection**

The selection process is of crucial importance in this policy and must be carried out according to objective job-related criteria which must be subject to regular review. The effectiveness of the policy will be determined to a great extent by this aspect of employment procedure. The Company will endeavour through appropriate training to ensure that employees making selection decisions will not discriminate whether consciously or unconsciously in making these decisions.

- **Training**

Equal opportunities must be integrated into all training concerned with selection skills, staff assessment, counselling, staff development and the management or supervision of staff. The Company's policy will form part of the induction and toolbox training of all staff.

- **Promotion**

It is in the Company's interest to provide equal opportunities for promotion to all employees. Managers must continually assess the promotion potential of all employees and all promotion decisions must be made in accordance with objective selection criteria.

- **Grievance and Discipline**

Employees who believe that they have experienced unfair or unlawful discrimination or racist or sexist abuse or harassment should raise their concern through the applicable grievance procedure in their local area. Where such grievances may concern the normal line of supervision or management, individuals may approach the relevant Divisional Manager. These procedures are outlined in the Employee Handbook.

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Monitoring

Examining the effects of policy and programmes of action on a regular and structured basis is a fundamental part of the process of successfully establishing equal opportunities. Personnel data is therefore collected (on an anonymous basis), analysed and interpreted across the company. The objectives of monitoring are:

- to identify areas of and reasons for under-representation of particular groups in the workforce;
- to assess the effect of employment procedures and practices and identify any unintentional impact on particular groups;
- to enable appropriate corrective action to take place, including defining targets for future change;
- to enable the Company to review and reshape its equal opportunities policy and programme of action.

Service Delivery

The importance of equal opportunities in the field of customer care initiatives is also recognised. We are committed to providing clients with a fair and objective service and emphasis to employees that this policy in conjunction with our customer care and compliant procedure reaches out to clients and into the communities in which we work.

Communication

This policy and accompanying action programmes must be communicated widely and effectively throughout the workforce and to potential employees.

It is the responsibility of management at all levels to ensure that such communication takes place.



Tim Clifford – Managing Director

3rd April 2017