



Equal Opportunities Policy Statement

Issue Date: 01/10/14
Issue No: 1.7
Document No: HSMS 1.9
Page 1 of 3

Principles

The Company is committed to the policy of equal treatment of all employees and applicants and will not tolerate prejudice or discrimination on the grounds of gender, race, colour, religion, nationality, ethnic origin, age, sexual orientation, marital status or disability.

The Company recognises that its future depends on the calibre of employees that it can attract and retain in a highly competitive environment; the company believes that it is a business need to explore every possible source of talent. Our interest is in the skills, abilities and the potential of people to do the job.

It is not in the interest of the individual concerned, of other employees, or of the Company, that any person should hold a job which is outside his/her capability to perform to a standard that is currently defined as satisfactory. It follows that demonstrated potential for early achievement of satisfactory performance is an over-riding pre-requisite for any employment.

Policy

The Company's policy is: -

- To give an equal opportunity to all in terms of recruitment, training, promotion and pay;
- To monitor recruitment and progression to ensure that merit is the over-riding factor.

Recruitment & Selection

Jobs within the organisation will be open to any individual who meets the requirements specified as essential for achievement of satisfactory performance. Recruitment and selection will be based on a full and precise job description.

The employing Manager, in conjunction with the Human Resources Department, will identify job requirements to ensure that those specified are in fact essential to satisfactory performance and that they do not unjustifiably discriminate against a particular employee group.

All internal job vacancy notices and external advertisements will be free of reference to, or interference to gender, race, colour, religion, nationality, ethnic origin, age, sexual orientation, marital status or disability.

If terminology commonly associated with the recruitment of one sex, to the implied exclusion of the other, is used (e.g. salesman) a statement will be made inviting both men and women to apply for the job.

Applicants for job vacancies will not be asked questions that discriminate against them as a group and would not normally be asked of all applicants for the same or similar job.

The decision on whether the conditions of the job (e.g. travel, clothing, working hours) render it unsuitable for a prospective candidate on the grounds of gender, race, colour, religion, nationality, ethnic origin, age, sexual orientation, marital status or

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Page 2 of 3

disability, should be left to the individual and such considerations should not be the reason used by Management for rejecting a candidate who meets other job requirements.

Recruitment staff at all levels will ensure that they are not using selection tools/techniques that are discriminatory against any employee group and that they are not restricting the potential employment market to particular groups, to the detriment of others, by their choice of advertising media, recruitment consultant, university, college, schools, etc.

Records of rejected candidates should be maintained in a format that provides sufficient information to show the reasons for rejection were in no way discriminatory on grounds of gender, race, colour, religion, nationality, ethnic origin, age, sexual orientation, marital status or disability or, unless there is a genuine occupational qualification or physical condition of the applicant; these records will be kept for a minimum of 6 months, in case further questions arise on the issue.

Training & Development

The relevant induction programme will be open to all individuals, irrespective of gender, race, colour, religion, nationality, ethnic origin, age, sexual orientation, marital status or disability.

All training programmes administered by the Company, or those administered externally and acknowledged by the Company as appropriate to meet a specific training need, will be open to all individuals. Admittance to a programme will be the result of specific training needs being identified by the Manager, by the Human Resources Department or by the individual.

Identification of training needs will be ongoing and will not be restricted to specific employee groups.

Any policies that the Company has on career development such as job rotation, assignments, performance and appraisals, etc will apply irrespective of.

Promotion

All employees within the Company, who are performing their current job at a satisfactory level of performance, will be considered as candidates for any job for which they apply, internal or external to their current department, providing they meet the job requirements.

It will not be acceptable to refuse to promote an individual who meets the job requirements on the grounds that the job is traditionally held by members of another employee group, or that the job involves supervision/management of members of another employee group.

All employees in the organisation will be appraised in an appropriate form and their performance reviewed, to ensure that potential and training needs are identified.

Special Provision

The Company will make every effort to be in advance of legislated minimum requirements in the area of equal opportunities and will ensure that all employees are aware of its attitude to this subject.

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Document No: HSMS 1.9
Page 3 of 3

A copy of the equal opportunities policy will be publicised and any comments received as a result of its publication will be discussed and acted upon, where appropriate.

The Company will make every attempt to assist in changing traditional attitudes on employment of women and minorities in a positive direction.

The Company will carry out an equal opportunity audit annually, to monitor compliance with the requirements of this policy.

ARRANGEMENTS -ONGOING REQUIREMENTS

Human Resources Manager

- To recommend modification to policy, to adapt to changing local needs.
- To allocate responsibilities outlined in the policy to appropriate departments and/or individuals in the unit and to ensure implementation of the policy.
- To publicise the Company, view on equal opportunities and to examine attitudes on the subject within the Company as a whole.
- To carry out an equal opportunity audit for the Company and to identify areas where the training of women and/or racial minority groups should be concentrated.
- To offer advice and assistance in interpreting the provision of law in the employment field.
- To inform the relevant Managers of any amendments to legislation/case law that affect existing policy.

Management

- To ensure that all aspects of the policy are complied with by themselves and their staff.
- To attempt to change adverse attitudes that may prevail in their departments.
- To be aware that, under legislation, both the Company and/or individuals may be held liable for acts of discrimination and that application may be held to the Employment Tribunal from applicants and employees on the grounds of discrimination.

Employees

- To bring to the attention of the Management any aspect of its employment practices that are unlawfully discriminatory.
- To adopt a positive attitude towards equal opportunities.
- To participate in applicable development courses/situations to promote equal opportunities.

Signed

Date Signed: 01/08/2021

Mr. Scott Bone Director Responsible for Equalities