



REDWOOD FM

# Equality & Diversity

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## Summary

The purpose of this policy is to explain the Company's Equal Opportunities Policy and to define formal requirements, responsibilities and aims.

## Policy Statement

The Company recognises that unlawful forms of discrimination are unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal equality and diversity policy. Breaches of the policy may lead to disciplinary proceedings and if appropriate, disciplinary action.

The aim of this policy is to ensure that no job applicant, current or former employee or worker whether full-time or part-time receives less favourable treatment either directly or indirectly on the grounds of their race, colour, nationality, ethnic or national origin, sex, marital or civil partnership status, gender reassignment, sexual orientation, religion or belief, disability, part-time status, fixed-term status or age.

## Definitions

**Direct discrimination** occurs when a person is treated less favourably than another on the grounds of their gender, marital status, sexual orientation, race, ethnic origin, disability, nationality, religious belief or age.

**Indirect discrimination** can occur when a provision, criterion or practice, which cannot be justified on grounds other than gender, marital status, sexual orientation, race, ethnic origin, nationality, religious belief or age, is applied equally but has the effect in practice of disadvantaging a considerably higher proportion of persons in one or other of the groups listed above.

**Disability discrimination** occurs when, for a reason related to his/her disability, a disabled person is treated less favourably than other people and this treatment cannot be justified.

**Victimisation** occurs when a person is treated less favourably than another because that person has, for example, asserted rights under any of the discrimination laws or has helped another person to assert such rights or given information to the relevant statutory body, or because it suspected that the person might do any of these things.

**Harassment** occurs where on the grounds of gender, marital status, sexual orientation, race, ethnic origin, nationality, disability, religious belief or age, a person engages in unwanted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for him.

## Implementation

The Human Resource Department and the Directors have responsibility for the effective implementation of this policy. However, we expect all of our employees to abide by this policy and help create an inclusive and diverse environment. In order to implement this policy, we will ensure that:

- A statement of intent about equality of opportunity is placed on all job advertisements and as far as possible made known to all job applicants.
- The Company will also ensure that the policy is circulated to any agencies responsible for our recruitment.

- The policy will be communicated to all private contractors reminding them of their responsibility towards the equality of opportunity.
- Directors, Managers and Supervisors are aware of their responsibilities and are given appropriate training.
- Appropriate training and guidance will be provided on all induction programmes and management courses.
- Consultation will take place with all employee forums/representatives on the implementation of this policy and any amendments to practice.
- A system is set up to collect statistical data on the composition of our work force
- Adequate resources are made available to fulfil the aims and objectives of this policy
- The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and any relevant Codes of Practice.

### **Affirmative Action**

Where appropriate, lawful positive action measures such as special encouragement in job advertisements or special training will be developed.

### **Information and Review**

This Policy will be reviewed annually or sooner if there is a change in legislation. Consideration will be given, if necessary, to adjusting the policy to afford a greater equality of opportunities to all applicants and staff.

### **Recruitment and Selection**

- The Company recognises that the recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any Personnel specifications
- The Company will adopt a consistent, non-discriminatory approach to advertising of vacancies
- The Company will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a group
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate
- Short-listing will be carried out by more than one person where possible
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature
- Selection decisions will not be influenced by any perceived prejudices of other staff

**Complaints**

Employees who believe they have suffered any form of discrimination, victimisation or harassment are entitled to raise the matter through the Company Grievance Procedure. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

The Company will seek to ensure that employees making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially.

**Responsibilities**

All employees have a responsibility to accept their personal involvement in the practical application of this policy, but specific responsibility falls upon managers, supervisors and staff provisionally involved in recruitment, employee administration.

