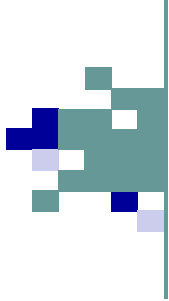




***Race & Diversity***



# Equal Opportunities Policy



SALTASH ENTERPRISES

LIMITED





## ***Race & Diversity***

Saltash welcomes diversity amongst its clients, staff and suppliers, recognising the particular contributions to the achievement of the Company's mission that can be made by individuals from a wide range of backgrounds and experiences.

In relation to staff, the policy and practice of the Company require that all the staff are afforded equal opportunities within employment and that entry into employment with the Company and the progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, or disability.

In relation to clients, Saltash aim to provide services of excellent quality to all clients, whatever their background. In pursuit of this aim, the Company is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity. This statement applies to recruitment and assessment, to staff development and training.

### **Race Equality Policy**

The Company is committed to promoting equality of opportunity and good race relations and avoiding racial discrimination.

#### **Background**

The Race Relations (Amendment) Act 2000 has placed a general duty on contractors, in carrying out its functions, to have due regard to the need to eliminate unlawful racial discrimination, promote equality of opportunity, and promote good relations between people of different racial groups.

This policy has been developed with regard to the Code of Practice issued by the Commission for Racial Equality.

#### **Commitment**

The Company will ensure that in the conduct of all their activities, steps are taken to avoid the occurrence of racial discrimination, whether direct or indirect, and to promote good relations between different racial groups.

Any unlawful discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

#### **Consultation**

There will be consultation at all stages in the implementation and review of this policy. This will include staff and students and in particular those from different racial groups, Joint Committees, and other interested and relevant groups within the Company.

#### **Community partnership**

Saltash will work in partnership with the community and racial equality organisations and networks to develop a positive environment in which diversity and difference are valued. It will incorporate into the development and implementation of outreach activities, an awareness of the need to promote equality of opportunity and good relations between people of different racial groups.

#### **Guidance, support and training**

Guidance, support and training will be provided to members of staff to ensure that the Company's commitment to race equality is fully realised.

#### **Monitoring and audit**

Saltash has in place arrangements to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the Company's Equal Opportunities Officer and reported to the Committee on Diversity and Equal Opportunities (CDEO).



## ***Race & Diversity***



In addition to the monitoring and audit arrangements already in place, the Equal Opportunities Office is putting in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that the Company is able to identify possible improvements in its practices in relation to:

- management and governance;
- employees' support and guidance;
- behaviour and discipline;
- partnership and community links;
- staff recruitment, training and career development;
- and service delivery.

The Company's Race Equality Action Plan sets out in greater detail the way in which arrangements for monitoring are to be developed in the year 2004/5.

### **Responsibilities**

The Saltash Management are responsible for securing compliance with the general and specific duties and for overseeing implementation of the Action Plan.

Lee Stevens is responsible for providing leadership in the promotion and implementation of the Action Plan.

The Company's Committee on Diversity and Equal Opportunities (CDEO) is responsible for the promotion, development, implementation, monitoring, prioritisation and review of equal opportunities policies generally.

Those with managerial responsibilities have a duty to take forward specific actions under this policy as identified in the action plan in addition to the general duties under the Act.

### **Sub-Contractors and suppliers**

The Company's procurement policies will address, where appropriate the obligation to promote race equality and good relation between different racial groups.

### **Review**

The Race Equality Policy will be reviewed annually to assess its effectiveness by Council after consultation within all appropriate committees, such review to take place in Trinity Term each year.

### **Publication**

The Company will publish the Race Equality Policy and results of monitoring and assessments.



## ***Race & Diversity***



### **1. INTRODUCTION:**

- 1.1. This company considers it desirable to produce a Statement of Policy on Equal Opportunities in employment, to provide the necessary encouragement and guidance to all staff to implement our Policy. This document sets out our Policy. It must be strictly adhered to by all Managers, (except where there are legal limitations on employment to particular posts). Disciplinary procedures may be used in the case of a breach of our Policy.

### **2. DEFINITIONS:**

- 2.1 In this Policy 'Discrimination' means, discrimination where a person is treated less favourably on grounds of sex, race, colour, nationality, ethnic or national origins, disability or marital status, as defined in the Sex Discrimination Act (1975).
- 2.2 In this Policy, 'Indirect Discrimination' means the imposition of a requirement or condition which is applied or would be applied equally to persons not of the same group but:
- ❖ which is such that the proportion of persons of the one group can comply with it, is considerably smaller than the proportion of persons not of that group who can comply with it.
  - ❖ which cannot be shown to be justified, irrespective of sex, race, colour, nationality, ethnic or national origins, disability or marital status of the person to whom it is applied.
  - ❖ which is to the detriment of the individual concerned because he/she cannot comply with it.
- 2.3 In the Policy, the 'Company' includes any employee, whether full time, part time, and sub-contractor or on temporary employment to the Company, who acts on behalf of the Company.

### **3. GENERAL STATEMENT OF POLICY**

- 3.1 We believe that our Policy and Practice are means of maximising the effective use of human resources in the Company's and the employer's best interest.
- 3.2 All members of staff employed by the Company and all applicants for employment, will be given equal opportunity, irrespective of their sex, race, colour, nationality, ethnic or national origins, disability or marital status etc. in all aspects of employment and training e.g. in their access to posts and in the terms and benefits on which employment is normally available in this company. The company is committed, not only to the letter of the Law, but also to the promotion of equality of opportunity in all fields.



## ***Race & Diversity***

- 3.3 Application of Collective Agreements and the operation of recruitment, training and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and fitness for work.
- 3.4 Staff employed by the Company shall be made aware of the provisions of the Policy. This may be done by means of advertisements, job-descriptions, applications forms, posters, training courses and handbooks for appropriate, managerial and supervisory staff.

### **4. POSSIBLE PRE-CONCEPTIONS**

- 4.1 In the application of the Equal Opportunities Policy, it is essential that managers guard against discrimination on the basis of possible pre-assumptions that individuals, because of their sex, race, colour, nationality, ethnic or national origins, disability or marital status, possess characteristics which would make them unsuitable for employment.

#### **EXAMPLES OF SUCH ASSUMPTIONS MIGHT BE:**

- ❖ Lack of commitment to work
- ❖ Have outside commitments which could interfere with work
- ❖ Possess poor mental/physical health/ability
- ❖ Produce an anticipated, unfavourable reaction of other staff and members of the public
- ❖ Be unsuitable for the job because of a feeling that certain types of work are only suitable for a member of the opposite sex or of a single status
- ❖ Be unable to supervise
- ❖ Possess limited career intentions
- ❖ Be unwilling to undertake training
- ❖ Have poor standards of behaviour/conduct
- ❖ Have limitations imposed by so-called traditional female interests and experience

The Company emphasises that discrimination as a consequence of any such pre-conception, is unacceptable.

- 4.2 Any restrictions which are applied by Management and which affect certain groups of staff more than others, may effectively result in indirect discrimination, and will be reviewed to determine whether they are necessary rather than convenient and removed if this is not so.

### **5. RECRUITMENT AND PROMOTION**

- 5.1 Applicants for posts shall be given as much clear and accurate information about posts through advertisements, job descriptions and interviews, in order to enable them to assess their own suitability for a post. Information about posts shall also be placed and prominently displayed where it may reach individuals of all groups.



## ***Race & Diversity***

- 5.2 Recruitment literature shall not imply that there is a preference for one group of applicants (e.g. use of photographs of only members of one group) unless there is a genuine occupational qualification, which limits a post to a particular group, in which case, this must be clearly stated. However, in accordance with Section 48 of the Sex Discrimination Act (1975), the Company (Authority of Organisation) may encourage persons of one sex only to apply for vacancies where, during the previous 12 months, the number of persons of that sex employed on particular work, is small in comparison with the number of persons of the opposite sex employed on that work by the Company. However, after encouraging such applications, each candidate must be considered on his/her merits and suitability for the post and their membership of an under-pressed group, shall not influence the appointment.

Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as possible.

- 5.3 All applicants shall be informed that the Company encourage equal opportunities and operates an Equal Opportunities Policy. Such information should be conveyed on advertisements, job descriptions or application forms.

- 5.4 All personnel specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job, as requirements that convenient rather than necessary, may be discriminatory.

- 5.5 All interviews shall be thorough, conducted on an objective basis and shall deal only with the applicants suitability for the job and the ability to fulfil the job requirements. It is not discriminatory to ask questions about such matters as the applicants home commitments, but where such questions are asked, it is important to explain the reasons for asking them, to ask them in a way which can be reasonably answered, to ask similar questions of all candidates and to relate the answer purely to the job requirements.

- 5.6 All staff shall be encouraged to discuss their career prospects and training needs with the Department Head and/or Personnel Department.

- 5.7 Vacancies shall be given as wide an internal circulation as possible to staff that are likely to possess appropriate qualifications or have relevant experience.

- 5.8 The Company will not discriminate on the basis of sex, marital status, race, colour, nationality, ethnic or national origins, disability, etc. in the allocation of duties or shifts between staff employed in any grade or grades with comparable job descriptions, except where such duties are specifically covered by the Factories Act (1961)

## **6. TRAINING**

- 6.1 It is the Policy of the Company that it will not discriminate in the provision of the training course.

- 6.2 Appropriate training shall be provided to enable staff to perform their jobs effectively. Such training will make provisions where necessary, for individuals returning to work following a break for domestic reasons.



## ***Race & Diversity***

- 6.3 Age limits for entry to training schemes should not be unnecessarily restrictive to exclude certain groups of staff.
- 6.4 All staff involved in interviewing shall be trained to ensure that selection is made on an objective basis and that encouragement is given to women or men, to take full advantage of training opportunities where, in the past, they have not been sufficiently confident to do so.
- 6.5 All key personnel involved in management, selection and dealing with the public, shall be given training and guidance in the law and organisational policy, their own personal liability, under the law and the nature of discrimination.

## **7. TERMS AND CONDITIONS OF SERVICE AND FACILITIES**

- 7.1 The Company will not discriminate on the basis of sex, marital status, race, colour, nationality, ethnic or national origins, disability etc. in the provision of general staff, facilities and benefits.

## **8. MONITORING**

- 8.1 The Personnel Officer will be nominated as the person responsible for monitoring the effectiveness of the Equal Opportunities Policy, with overall responsibility for its implementation and supervision remaining with the Directors.
- 8.2 All aspects of personnel policies and procedures shall be kept under review to ensure that they do not operate against equal opportunities and an analysis made of the various groups of employees, in relation to their employment within the Company.
- 8.3 Where it appears that any employee/applicant is not being offered equal opportunity, management to see if there are any policies or criteria, which exclude or discourage employees and, if so, whether these policies and criteria are justifiable will investigate the circumstances.
- 8.4 This Equal Opportunities Policy will be reviewed for time to time by the appropriate body.

## **9. GRIEVANCES AND VICTIMISATION**

- 9.1 Any complaints of discrimination against employees will be pursued through the Grievance Procedure.
- 9.2 The Sex Discrimination Act provides protection for individuals who have done anything in good faith by reference to the Sex Discrimination or Equal Pay Acts.