

## 12. Equal Opportunities Policy

The Company's aim is to be an equal opportunities Company and have a policy in place for this purpose. The objectives of this policy are to:

- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the Company and themselves.
- Achieve an ability-based workforce, which is in line with the working population mix in the relevant market areas.
- Ensure clients of the Company receive consistently high standards of service and treatment whilst in our care.
- Provide facilities and access to training and development for all employees regardless of race, colour, religion or philosophical belief, ethnic origin, sexual orientation, gender, disability, gender reassignment, nationality, age, fixed-term, marital status or part time status.

The co-operation of all employees is essential for the success of this policy, however, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant acts of parliament as well as the various codes of practice, lies with the Company. Behaviour or actions against the spirit and letter of the laws on which this policy is based will be considered a serious disciplinary matter and may, in some circumstances lead to dismissal.

### Practice

There should be no discrimination on account of race, colour, religion or philosophical belief, ethnic origin, sexual orientation, gender, disability, gender reassignment, nationality, age, fixed-term, marital status or part time status.

We seek to fulfil our commitment to equal opportunities through the application of policies and procedures which are consistent and equitable. We may be required to depart from these procedures but we shall do so only if it is the case that being of a particular sex, race, religion or belief, or sexual orientation is a genuine occupational requirement for a particular role.

### Recruitment and Selection

We recognise that the Company's success depends on the calibre of its people and that an offer of employment indicates a long-term commitment. We want to enable all employees to reach their full potential to the mutual benefit of the individual and the Company.

As a Company we aim to provide support to the individual, each department and the Company by working to the guidelines set out below. Discretion, integrity and confidentiality are considered to be of paramount importance within the business.

- Our recruitment practices will be viewed as fair and professional to both internal employees and potential employees.

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should be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage unless objectively justified.

### Complaints

The Company's grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against. If the matter cannot be resolved informally, we would urge any such individual to pursue the matter by means of the procedure.

### Monitoring

To ensure this policy is operating effectively (and for no other purpose); we will review employees' and applicants' racial origins, religion, gender and disability on a periodic basis. Ongoing monitoring and regular review of such provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote a genuine basis of equality.

*Male*

5-4-21

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