

Equal Opportunities Policy & Procedure

1. Purpose

Principle is committed to eliminating discrimination and encouraging diversity amongst everyone. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

2. Scope

The policy will apply to all permanent and temporary employees, subcontractors and suppliers.

This policy is available to all both as a hard document in our employee handbooks, and as a soft document in our general files drive.

3. Policy statement

The policy sets out to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, pregnancy, maternity, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

We oppose all forms of unlawful and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. Everyone will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- You are entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities is available to everyone.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy, including discrimination or harassment of an individual because of their association with an individual who is protected by discrimination law, or, when it has been perceived an individual has a particular characteristic which is protected by discrimination law, will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually.

4. Key Areas this Policy affects...

4.1 Recruitment

- To aim for best practice in respect of all recruitment and selection.
- We will apply non-discriminatory treatment to all potential and actual applicants during the recruitment process, and comply with the requirements of all relevant legislation.

4.2 Training, Career Development & Promotion

Training, career development and promotion is equally available to all, with decisions based solely on qualifications, job-suitability and individual development.

4.3 Working Environment

Principle will provide an environment in which everyone is able to conduct their work free from unwanted harassment or intimidation. In the event you feel otherwise, a clear informal and formal grievance process has been established and is encourage to be utilised as early as possible.

4.4 Terms & Conditions of Employment

- Policies including compensation, reward, benefits and any other relevant issues associated with terms and conditions of employment are applied without regard to sex, sexual orientation, marital status, nationality, colour, race, ethnicity, national origin, religion or belief, gender reassignment, pregnancy, maternity, disability or age.
- The treatment of remuneration is in accordance with the Equality Act 2010.
- If you are a part time worker, you are not treated less favourably than comparable full time workers in accordance with the Part Time Workers Regulations 2000.
- If you are a fixed term worker you are treated in compliance with the Fixed Term Employee (Prevention of Less Favourable Treatment) Regulations 2002.
- The requirements of the Employment Work and Families Act 2006 are complied with.

4.5 Complains

Any complaint of unequal treatment will be dealt with initially informally with a view to reaching a resolution, however, if the complaint is not resolved, the grievance procedure will be followed. All concerns will be fully investigated. Anyone suspected or accused of discrimination will be managed in line with the disciplinary procedure.

Everyone is responsible!

It is the responsibility of each and every individual who works for Principle to be aware of this policy and their responsibilities within it.

If you have any further queries or concerns regarding this policy and procedure please contact HR.