

Equal Opportunities

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STATEMENT OF INTENT

Bristow and Sutor recognises its responsibility, both as an employer and as a service provider, to seek to ensure that it provides fair, consistent equal opportunity and treatment for all.

Bristow and Sutor recognise the need for a renewed commitment to meet its obligations to ensure genuine equal opportunity in compliance with legislation, and does so in the following terms: -

Bristow and Sutor is an equal opportunities employer. It aims to ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, race, colour, nationality, ethnic or national origins, religion, creed, sexual orientation, gender, marital status, disability or being a part time worker: this Policy will include disabled persons who have the necessary attributes for the post. Bristow and Sutor will operate selection and promotion criteria and procedures which are designed to ensure that individuals are selected, promoted, trained and treated on the basis of the job requirements and their relevant aptitudes, skills and abilities.

Bristow and Sutor will also ensure that no employee is disciplined or dismissed, by a measure that is discriminatory or based on an assumption relating to age, race, colour, nationality, ethnic or national origins, religion, creed, sexual orientation, gender, marital status, disability or being a part time worker.

Harassment at work is unacceptable. The Company believes employees are entitled to a working environment in which the dignity of the individual is respected. Any instances of harassment at work will be considered as disciplinary offences and dealt with accordingly.

Whilst it is the responsibility of all Company employees to ensure that this Policy is carried out, it is acknowledged that specific responsibilities lie with those in a managerial position or those responsible for selection. The policy will be made known to all employees and job applicants and will be kept under regular review.

Those individuals involved in selection or career development decisions, will ensure the process is fair by:

- Checking that job and person specifications are relevant and up-to-date.
- Reviewing candidate sources (and not relying on word of mouth as the sole recruitment source).
- Ensuring that the advertisements are unbiased.
- Short-listing only those whose skills and experience closely match the selection criteria.
- Ensuring that interviewers and assessors are properly trained.
- Keeping proper records of all decisions made and the reasons for them.

Equal Opportunities in Service Delivery

We are committed to providing quality services with equality to all its customers.

Equal Opportunities in service delivery means affording everyone the access to resources and facilities which are necessary to their well-being.

Treating everyone the same works against equality, because not everyone has the same needs. Peoples needs are diverse and may be influenced by age, disability, ethnic origin, sex or income.

This document should be read in conjunction with the Training & Recruitment Policy, Instructions to Managers and the Staff Handbook.

The Directors will ensure that **Bristow and Sutor** continues to meet its legal and moral obligations through communication, consultation and involvement of all employees and those who may be affected by our activities.

Recruiting Staff

Bristow and Sutor recognises its responsibility, both as an *employer* and as a *service provider*, to seek to ensure that it provides fair, consistent equal opportunity and treatment for all. Bristow and Sutor believe that we have a fundamental responsibility to respect human rights in our business practices and recognise the need for a renewed commitment to meet its obligations to ensure genuine equal opportunity in compliance with legislation.

INSTRUCTIONS TO MANAGERS AND SUPERVISORS

Recruiting staff is essential to the successful functioning of individual departments and the company as a whole. Successful recruitment depends upon finding people with the necessary skills, expertise and qualifications to deliver the organisational objectives and the ability to make a positive contribution. The recruitment process must be fair and consistent. Recruitment and selection procedures and practices across the company will be regularly reviewed to ensure that no group or individual is put at an advantage. Special training will be given to employees in the application of the Code of Practice. Training is crucial to determining attitudes to equality. When needs are identified, training opportunities will be made available. As well as giving training related to the jobs that people are employed to do, we will provide opportunities for personal development wherever possible. The following instructions are aimed at all Managers and Supervisors involved in the recruitment selection and promotion of staff and should be read in conjunction with the Equal Opportunities Policy and Section 3.4 of the Staff Handbook. The Bristow & Sutor Equal Opportunities Policy encompasses all elements of the Equal Opportunities Legislation including:

The Sex Discrimination Act

To protect men and women of any age from discrimination in recruitment and selection. Discrimination includes victimisation, favouring one sex over the other, marital discrimination or gender reassignment. Focus on individual abilities and aptitudes, do not stereotype irrelevant characteristics.

Disability Discriminations Act

Managers and supervisors must ensure that departmental work area facilities and accessibility are not unreasonably difficult for a person with a special need to use. This incorporates persons with sensory and physical special needs e.g. wheelchair access, desk height, walkways, colour definition.

Equal Pay Act

Individuals have the right to the same pay and benefits as the person of the opposite sex where they carry out like work.

Human Rights Act

Human Rights includes the most basic and fundamental values of the **right to life, the right to freely express your views and the right to respect for private and family life**. Managers and supervisors must conduct business in a way that recognises the human rights of those involved. This applies both to internal and external practices.

Age Discrimination Act

Individuals will not be discriminated against because of their age, in any aspect of their employment at Bristow & Sutor, for example, during the recruitment process, training or promotion.

Race Relations Act

Under the Race Relations Act, it is unlawful to discriminate against anyone on grounds of race, colour, nationality (including citizenship), or ethnic or national origin. All racial groups are protected from discrimination.

Furthermore, managers and supervisors will conduct the recruitment and training process in accordance with British Legislation including the Data Protection Act, Data Sharing and Freedom of Information. Please request copies of material and support from your Line Manager, Human Resources Department or government websites e.g. www.dca.gov.uk.