

Equal Opportunities Policy

Statement of policy

The aim of this policy is to communicate the commitment of the Directors to the promotion of equality of opportunity in Gower Business Systems.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious beliefs or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual Orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognize that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilized fully to maximize the efficiency of the organisation.

To whom does this policy apply?

This policy applies to the following list of people:

- Job Applicants & Potential Applicants
- Employees
- Contract Workers
- Agency Workers
- Trainee workers and students on work experience or placement
- Volunteer Workers
- Former Employees

Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

This policy is fully supported by the Directors and has been agreed with the workplace representatives at Gower Business Systems.

Implementation

The Directors have specific responsibility for the effective implementation of this policy. Each member of staff also has responsibilities and we expect all employees to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers).
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices (e.g. staff newsletters and intranet).
- Obtain commitments from other persons or organizations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organization and our workforce.
- Ensure that adequate resources are made available to fulfill the objectives of the policy.