



## **EQUALITY AND DIVERSITY POLICY**

### **EQUAL OPPORTUNITIES**

Relates to treating people the same, although they may belong to certain groups. Equal Opportunities relates to a Legal Framework, which makes it illegal to discriminate against people because they belong to particular groups.

### **DIVERSITY**

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different, and diversity is about recognising, respecting and valuing the differences we each bring to work.

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

### **POLICY STATEMENT**

The Management of Paye Stonework and Restoration Limited (Paye) recognises that people are discriminated against and will make every effort to ensure they will not unreasonably exclude any individual from access to any activities, goods, facilities or services, or any employment opportunities, that they offer.

As an employer committed to equality and diversity in all its practices, we recognise that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexuality, impairment (physical, sensory or learning), physical appearance, marital or other life status, religious or political belief and other differences that cannot be justified.

Every employee is entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions. Every potential employee is entitled to expect the recruitment process to be free of all unreasonable barriers. All employees of the Agency shall be made aware of this policy and its implications for them.

### **WHAT WE EXPECT FROM OUR EMPLOYEES**

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with Paye, its success relies on each employee playing their part.

Employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided.

Those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services.

- No employee shall induce or attempt to induce other employees or trade unions or management to discriminate.
- No employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
- No employee shall harass abuse or intimidate another employee on any grounds.
- A campaign of Respect is operated across all sites and staff are encouraged and expected to respect the needs of others



## **PUBLICISING AND ADVERTISING VACANCIES**

All vacancies shall first be advertised internally in the first instance; if no internal candidate is appointed then the post shall be advertised externally.

All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post. Use shall be made of local media, job centres and careers offices.

Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

All recruitment advertisements shall draw attention to Paye's Equal Employment Opportunity Policy, its status as a disability Symbol user, and that any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview. Advertisements in printed media shall adhere to clear print guidelines.

## **RECRUITMENT**

Recruitment practice and procedures shall be as open and as barrier free as possible. Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description. Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.

More than one person shall be involved in shortlisting and selection for interview, and all involved shall have received training in equality and diversity. Assessments shall be conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to meet the job requirements. Questions and selection tests shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of results. No applicant shall be disadvantaged by an interview's timing, location or facilities. Reasons for selection or rejection of applicants shall be recorded.

All applications shall be subject to confidential monitoring system using only the approved form. Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview. A statement to this effect shall appear in recruitment material and any advertisement.

**Dominic Peachy**  
Managing Director

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