



## **EQUAL OPPORTUNITIES POLICY**

Speymill Ltd is an equal opportunity employer. We are committed to ensuring within the framework of the Law that our workplaces are free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, gender (including gender reassignment), sexual orientation, sexuality, age, marital status or disability.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following Equal Opportunities Policy as a means of helping to achieve these aims.

### **WHAT IS DISCRIMINATION?**

Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to his/her employment. Direct discrimination may occur even when unintentional.

Indirect discrimination occurs where the individual's employment is subject to an unjustified condition which a particular race/nationality or sex finds more difficult to meet, although on the face of it the condition or requirement is "neutral".

Disability discrimination occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with his/her disability unless the discrimination cannot be avoided by making reasonable adjustments.

Victimisation occurs where an individual is treated less favourably than colleagues because he/she has taken action to assert their statutory rights or assisted a colleague with information in that regard.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

### **IMPLEMENTING EQUALITY OF OPPORTUNITY**

Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whenever possible reasonable adjustments are made to enable them to enter into or remain in employment. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

In accordance with recommended practice, the ethnic and gender composition of our staff and applicants for job will be monitored.



Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.

Working patterns will be reviewed so as to enable the company to offer flexible working to staff where possible. Where necessary special provision will be made for re-training staff returning to work following a break for domestic or other reasons.

Consideration will be given to developing action programmes to promote equality of opportunity. This will include, where appropriate, a programme of positive action to encourage the development of those who are comparatively under represented in certain positions so that they can benefit from employment opportunities on equal terms.

All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the Equal Opportunity Policy is potentially a serious disciplinary matter. Anyone who believes that he/she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.