

# EQUAL OPPORTUNITY, EQUALITY & DIVERSITY

## POLICY AND PROCEDURE

CAREYS  
HR DEPARTMENT  
POLICY & PROCEDURE

04.10.1066

REV: 01

PAGE 1 of 3

### Equal Opportunities & Diversity Group Statement

Carey Group PLC is committed to ensuring that all members of staff in the Group are treated fairly and are valued irrespective of disability, race, gender, sexual orientation, marital status, nationality, religion, employment status, age or membership or non-membership of a Trade Union.

This means that no one is to receive less favourable treatment on any of the above grounds or is to be disadvantaged by requirements or conditions which cannot be shown objectively to be justifiable. In the event that an employee becomes disabled during their period of employment we will seek to retain their services wherever possible.

A key philosophy of the Group encourages devolved decision making allowing local management to make decisions in order that we can best respond to local needs. Each subsidiary's Board will be responsible for ensuring both the implementation of this policy and compliance with relevant local legislation.

Every member of staff within Carey Group PLC has a personal responsibility to:

- treat people fairly and without prejudice;
- value and respect others;
- ensure that no one is harassed, victimised or bullied in the workplace;
- promote a work environment where everyone feels confident to report incidents that are unfair or personally offensive;
- seek to develop their own skills and encourage others.

### Policy

It is this organisation's policy to treat all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability. Furthermore, the organisation will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective.

Through this policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to reduce the likelihood of discrimination or harassment occurring.

Group Policy on recruitment, employment and conditions of service shall comply with all prevailing legislation.

All staff shall be informed of this policy and be aware of their duties and obligations in conforming with the policy.

The monitoring and administration of the policy will be the responsibility of the Group Personnel Manager, Mr. Paul Francis.

### Procedure

The company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every executive manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Group Personnel Manager, Mr. Paul Francis, as should any requests for special training. (see Equal Opportunities Training section below)

The company will not discriminate on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability or other grounds of discrimination not prohibited by legislation as may occur.



# EQUAL OPPORTUNITY, EQUALITY & DIVERSITY

## POLICY AND PROCEDURE

CAREYS  
HR DEPARTMENT  
POLICY & PROCEDURE

04.10.1066

REV: 01

PAGE 2 of 3

### Equal Opportunities & Diversity Group Statement

The policy applies to the advertisement of jobs both internally and externally and in any medium, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers/clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

Recruitment shall be drawn from employment agencies, job centres, careers offices, community groups, schools, advertisements, employee referrals, unsolicited applications, internet sources etc. but not from one source which may lead to a biased selection of candidates.

Any selection criteria and/or test used in any recruitment procedure must wholly relate to the job requirements and not unlawfully discriminate in any way. The Group Personnel Manager, Mr. Paul Francis, will give guidance in this matter.

Interviews are to be conducted using a pre-planned framework so that each candidate can be assessed against common criteria. A record of interviews shall be kept to support the selection decision.

Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the company of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with the Group Personnel Manager, Mr. Paul Francis. The company is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Where an employee is falsely accused of discriminatory conduct, then he or she can implement the company's grievance procedure. In this instance, the person who is accusing may find him or herself disciplined within the company's disciplinary procedure.

### Discipline

Any employee who harasses any other employee on the grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of mitigating circumstances.

### Monitoring

All employees and job applicants will be asked to complete a form denoting their sex, race, age, ethnic origin and any disabilities. The company guarantees that this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.

This policy will be monitored on a regular basis by the Board. Where there are issues with the way the policy is working, these will be looked at closely and reviewed.



# EQUAL OPPORTUNITY, EQUALITY & DIVERSITY

## POLICY AND PROCEDURE

CAREYS  
HR DEPARTMENT  
POLICY & PROCEDURE

04.10.1066

REV: 01

PAGE 3 of 3

### Positive Action

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, which may include:

- advertising jobs in ethnic or female interest publications, as appropriate
- introducing assertiveness training
- introducing English language training
- encouraging under-represented groups to apply for suitable training posts
- making contact with disabled people via the local Job Centre
- other suitable/alternative action (s)

### Equal Opportunities & Diversity Training

The company has in place Training Workshops for Directors, Senior Managers, Heads of Department and others responsible for recruitment and training to discuss legislation and our company's commitment to equal opportunities through our company policies.

Subjects included within the workshops are:-

- Creating a working environment where all employees and potential employees have fair and equal access to available opportunities and enjoy fair and unbiased treatment.
- Keeping employees informed of changes and consulting them on issues which directly affect their work.
- Recognising the benefits to be drawn from a diverse workforce.
- Increasing involvement and commitment by encouraging staff to share their ideas and to use their talents, regardless of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability.
- Recognising that employees are normally closest to our Clients. As such, they are well placed to suggest how services could be improved. Equal opportunities can ultimately help to improve the quality of service we provide to the public.
- Continued commitment to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.
- Ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria.
- Advice on appropriate recruitment methods which will both promote the philosophy of the company and draw suitably qualified candidates without detriment to the company's policy on equal opportunity.
- Ensure no job applicant or employee will receive less favourable treatment on the grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability, or be disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.
- Performance Appraisal under the auspices & good practices of the company equal opportunities policies and procedures.
- Utilisation of our company Career Development & Training programme which views career development over a rolling 2 and 5 year period.

