



Equal Opportunities Policy

Equal Opportunities Statement

The Hendy Group is committed to providing equal employment opportunities for all.

Employment decisions which include recruitment, promotions, compensation, benefits, transfers, performance management and training will be based on an individual's skill, abilities, performance and behaviour, and how these relate to the requirements of the business.

Race, colour, gender, sexual orientation, age, religion, gender re-assignment and marital status are not relevant. Physical and mental disability should only be considered against the job requirements and the ability of the Group to make reasonable adjustments to meet the need of the individual.

The Group recognises that promoting equal opportunities is an ongoing commitment and therefore this policy, and all systems and procedures associated with this policy, will be subject to monitoring and review. It is the responsibility of all employees to contribute to the continuing success of this policy by ensuring that discrimination does not occur and that equal opportunities are actively promoted.

Failure to comply will lead to disciplinary action being taken and serious breaches will be treated as gross misconduct.

Communication and consultation of the Equal Opportunities Policy

The Group recognises that prominent and regular communication of the policy is important to ensure that individuals:

- understand our commitment to equal opportunity and the elimination of unfair and unlawful discrimination, bullying and harassment;
- are aware of their own responsibility regarding equal opportunity;
- know how to raise concerns or make complaints, and are confident that these will be handled effectively.

The value of the Hendy Group's Equal Opportunities Policy

The benefits of the equal opportunities policy to employees are that:

- the recruitment and promotion of people is based solely on their ability;
- an environment is created in which all staff are confident of fair access to opportunities;
- there are mechanisms whereby problems can be resolved;
- adopting an equal opportunities policy and practices contributes to the effective development of the Hendy Group.

Responsibilities

The Group is committed to ensuring, within the framework of the law, that its workplace is free from unlawful or unfair discrimination irrespective of gender (including gender reassignment), age, marital status, disability, racial ground (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religious belief, political belief, responsibility for dependants or employment status.

The policy applies to recruitment, selection and appointment, training opportunities, promotion, redundancy, dismissal and to every other aspect of employment.

All Hendy Group employees must:

- be familiar with this policy, ensuring that their language, behaviour and practice are consistent with its requirements;
- ensure that decisions on recruitment, selection and appointment, training, promotion, redundancy, dismissal and all other aspects of employment are made in a non-discriminatory manner;
- ensure that all work practices and provision of service are carried out in a non-discriminatory manner;
- make sure that all policies and procedures are developed and audited to ensure that they positively contribute to this policy and have no discriminatory impact;
- make the Human Resources Department or your Manager aware of any suspected breaches of this policy.

Recruitment and Selection

The purpose of the recruitment process is to ensure that the Hendy Group selects the most suitable person for the post in question and, to guarantee this, the Group needs to have access to the widest labour market.

Vacancies will be advertised internally and/or externally as appropriate. Efforts will be made to ensure that vacancies are not advertised in such a way that any particular group is less likely to be aware of them. All applicants will be made aware that the Hendy Group is an equal opportunities employer and will be asked to complete the equal opportunities monitoring form included on the application form. The monitoring form records the post applied for, name, gender, ethnic origin and whether they consider themselves to be disabled. This information will be collated by the Human Resources Department and will be used for monitoring and reviewing purposes only. All interview candidates are asked to detail any assistance they may require in attending for interview.

Training and Development

The Group is committed to ensuring equality of opportunity in terms of access to training in order to increase employees' knowledge and skills and to provide opportunities to develop their potential.

Promotion, Redundancy & Dismissal

The Group will not discriminate under this policy in the selection of employees for promotion or redundancy or in the case of dismissal.

Monitoring & Records

The purpose of monitoring is to ensure that the Group adheres to the policy at all stages of decision making. To ensure that the policy is operating effectively (and for no other purpose) in the areas of recruitment, selection and appointment, the Human Resources Department will maintain records of applicants' sex, ethnic group and disability status, taken from the equal opportunities monitoring form. These records will be monitored and analysed on a regular basis by the Human Resources Department to provide a basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

All training and development requests will be reviewed objectively and impartially to avoid discriminatory criteria being taken into account. Selection criteria for promotion or redundancy, and decisions affecting all other aspects of employment (appraisals, terms and conditions, work allocation, etc), will be examined to ensure that they are not discriminatory.

The Group will monitor the number and category of people who leave the organisation in order to establish the reason for leaving. Voluntary exit interviews will be used to inform this process.

Victimisation

Victimisation occurs when a person is given less favourable treatment than another person in the same circumstances because she/he has complained about discrimination, or it is suspected that they are going to complain, or they have given evidence or information relating discrimination in the workplace. Victimisation is unlawful, and if any member of staff feels that they have been victimised under this policy, they should approach the Human Resources Department or their Manager for further advice.

Breach of this Policy

Any action taken by an employee in breach of this policy will be dealt with under the disciplinary framework, which can ultimately result in dismissal. A copy of the disciplinary policy and procedure is contained in the staff manual, Section 9.5 or can be found on the intranet.


Complaints Procedure / Grievance

If you believe that the equal opportunities statement is not being followed, you should use the Grievance Procedure (see Section 9.15 of the staff manual) or if you prefer, contact the Human Resources Department.

Review of procedures

The Hendy Group reserves the right to amend and update this policy as required and the HR Director has been nominated to review this policy. For the avoidance of doubt, this policy does not form part of employees' contract of employment.

Reviewed and updated on 26th January 2015



Clare Hendy Chartered MCIPD
HR Director

It's all about you.