

POLICY NUMBER 12

POLICY TITLE:

Anti Discriminatory Practice/Equal Opportunities

THE PURPOSE OF THIS POLICY:

- To explain the Employment Businesses policy on assuring that all temporary workers have equal opportunity in the workplace.
- To explain the Employment Businesses policy on assuring that service to clients or patients will not be affected by discriminatory practices.
- To inform of the measures that the Employment Business has put in place to achieve equal opportunity for all people in the workplace.

POLICY CONTENT:

IN ORDER TO ACHIEVE EQUAL OPPORTUNITY IN THE WORKPLACE THE EMPLOYMENT BUSINESS IS COMMITTED TO THE FOLLOWING:

Possible grounds	<p>The Employment Business tries to ensure that neither the organisation nor its staff discriminates on the basis of:</p> <ul style="list-style-type: none"> • Ethnic origin • Age • Disability • Race • Religion • Gender • Personal sexual preferences
Ability to do the job	<ul style="list-style-type: none"> • Staff, and prospective staff, will only be discriminated between on the basis of their ability to perform their work to the required standards of professionalism, efficiency and safety.
Commitment	<ul style="list-style-type: none"> • The Employment Business is committed to an equal opportunities environment that is real and not just words on paper. • The Employment Businesses administrative functions will not require information about staff, prospective staff or clients that can form the basis for discrimination on the grounds mentioned above. All information of a potentially discriminatory nature will only be sought and kept if it is a legal requirement and if the Employment Business should know about factors that may affect job placement, such as disability or impairment.

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IN ORDER TO ACHIEVE EQUAL OPPORTUNITY IN THE WORKPLACE THE EMPLOYMENT BUSINESS IS COMMITTED TO THE FOLLOWING:

Relief	<ul style="list-style-type: none">• All temporary workers and clients have access to relief procedures via the equality action plan, company complaints grievance procedures and the formal feedback channels if they feel that they have been unfairly discriminated against.
Contributing factors	<p>In achieving a non-discriminatory workplace and service to clients, the Employment Business will take the following contributing factors into consideration:</p> <ul style="list-style-type: none">• Age• Religious beliefs and holidays• Culturally and religion related social events• Issues and situations that may lend itself to discrimination on the basis of Ethnic origin, Skin colour, Disability, Race, Religion, Gender and Personal sexual preferences• Dietary requirements and preferences• The ability to communicate clearly, whether this be affected by language difficulties or impairment• Disabilities or impairments, such as partial or no sight, partial or no hearing, partial or no mobility, diminished mental capacity and diminished physical strength
Monitoring	<p>The Employment Business will monitor the effectiveness of the steps taken to ensure equal opportunity. These steps will include:</p> <ul style="list-style-type: none">• Including questions and inviting feedback about the issues during 1 to 1 performance reviews and feedback sessions with staff and clients.• Formal feedback mechanisms for clients, patients and affected persons (such as family and relatives).
Action plan	<ul style="list-style-type: none">• The Employment Business maintains an equality action plan that seeks to monitor issues affecting equal opportunities. The basis for this is the self-declaration by temporary workers or clients of attributes that may cause them to be discriminated against. These declarations are not a requirement and temporary workers and clients do this after being told that this information is not a requirement for temporary work or service.• The equality action plan will be reviewed twice a year and all information captured during that period will be used to determine the possible existence of discrimination and also how the current staff and client profile should be managed to avoid discriminatory practices.

END OF POLICY