



RACIAL EQUALITY / EQUAL OPPORTUNITIES COMPANY POLICY STATEMENT

TREATMENT OF APPLICANTS

In order to avoid direct or indirect discrimination it is recommended that:

- a. Reception and personnel staff to be instructed not to treat casual or formal applicants from particular racial groups less favourably than others. These instructions should be confirmed in writing.
- b. In addition, staff responsible for short listing, interviewing and selecting candidates should be:
 - Clearly informed of selection criteria and of the need for their consistent application;
 - Given guidance or training on the effects which generalised assumptions and prejudices about race can have on selection decisions;
 - Made aware of the possible misunderstandings that can occur in interviews between persons of different cultural background.
- c. Wherever possible, short listing and interviewing should not be done by one person alone but should at least be checked at a more senior level.

GENUINE OCCUPATIONAL QUALIFICATION

Selection on racial grounds is allowed in certain jobs where being of a particular racial Group is a genuine occupational qualification for the job. An example is where the holder of a particular job provides persons of a racial group with personal services promoting their welfare, and a person of that group can most effectively provide those services.

TRANSFER AND TRAINING

In order to avoid direct or indirect discrimination it is recommended that:

- Staff responsible for selecting employees for transfer to other jobs should be instructed to apply selection criteria without unlawful discrimination.
- Industry or company agreements of custom and practice on job transfers should be examined and amended if they are found to contain requirements or conditions, which appear to be indirectly discriminatory. For example if employees of a particular racial group are concentrated in particular sections, the transfer arrangements should be examined to see if they are unjustifiably and unlawfully restrictive and amended if necessary.

- Staff responsible for selecting employees for training whether induction, promotion or skill training should be instructed not to discriminate on racial grounds.
- Selection criteria for training opportunities should be examined to ensure that they are not indirectly discriminatory.

DISMISSAL (INCLUDING REDUNDANCY) AND OTHER DETRIMENT

It is unlawful to discriminate on racial grounds in dismissal, or other detriment to any employee.

It is therefore recommended that:

- Staff responsible for selecting employees for dismissal, including redundancy, should be instructed not to discriminate on racial grounds.
- Selection criteria for redundancies should be examined to ensure that they are not indirectly discriminatory.

PERFORMANCE APPRAISALS

It is unlawful to discriminate on racial grounds in appraisals of employee performance.

It is recommended that:

- Staff responsible for performance appraisals should be instructed not to discriminate on racial grounds.
- Assessment criteria should be examined to ensure that they are not unlawfully discriminatory.

RECRUITMENT

- All applicants should complete application forms for employment in order that personnel can ascertain the percentage of ethnic minority applicants.

All senior managers responsible for recruitment should ensure that compliance with the above is carried out in order that the company can operate and comply with its equal opportunities policy.

Signed: Keith Blasket

Position: Company Director

Date: 01st December

Review Date: 01st December 2024