

# EQUAL OPPORTUNITIES POLICY

It is our policy to treat all job applicants and workers fairly and equally. Through the implementation of this policy and the training and development of workers, the Employer will do all it can to promote good practice in this area in order to eliminate discrimination or harassment so far as is reasonably possible.

Quickskip is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of the workers. Every worker has a personal responsibility for the implementation of this policy. Any instance of doubt about the application of this policy, or other questions concerning this policy, should be addressed to the Managing Director, as should any requests for special training.

The Employer will not discriminate on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, family circumstances, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin, disability, spent convictions, trade union membership or activities, part-time status, activities as a pension trustee or activities as a health and safety representative. Further, the Employer will not discriminate against those seeking to benefit under maternity or paternity provisions or that a worker may make a protective disclosure.

This policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment. Where increased pay and/or enhanced benefits are offered to workers on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.

This policy applies to job applicants (both internal and external) and all workers whether full time, part time, temporary, seasonal or contract.

Workers should note that the imposition of any provision, criteria or practice which has a disproportionate adverse impact on someone on the grounds detailed above will be unlawful unless it can be objectively justified.

Any breach of this policy will be considered very seriously and is likely to constitute gross misconduct. Such a breach will result in disciplinary action being taken that may result in dismissal.

When establishing criteria for recruitment and promotion into vacant posts, the Employer will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason why they are necessary.

Workers who are disabled or become disabled in the course of their employment should inform the Employer about their disability. The Employer will then arrange to discuss with the worker what reasonable adjustments to their job or working conditions or environment might assist them in the performance of their duties. The worker will also be encouraged to suggest any adjustments that they believe would be helpful.



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Careful consideration will be given to any proposals 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 Employer to accommodate proposals put forward by the worker.

Any member of staff may use our grievance policy to complain about discriminatory conduct. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith.

Once a complaint is made a full investigation will be conducted which may involve the suspension of those parties concerned (on full pay) until the investigation is complete. Suspension is not a sign of guilt; it is merely a measure to protect the parties whilst the investigation process is completed.

Where a worker is falsely accused of discriminatory conduct, then they may implement the employer's grievance policy. In this instance, the person who made the false accusation may be subjected to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal. This policy will be monitored on a regular basis by the Employer.

Where there are issues with the way this policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.

S Lively

Signed: ..... Date: January 2019

Mr. Simon Lively  
Position: Director



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