

## **Connevens Limited – Equal Opportunities Policy Statement**

Connevens Limited is committed to eliminating discrimination and encouraging diversity amongst our workforce. Directors, Managers and all members of staff have a part to play if the high standards, which we all desire, are to be achieved. We urge all to co-operate in opposing all forms of unlawful and unfair discrimination.

We are committed to eliminating discrimination on the grounds of:

- Age
- Disability
- Colour, ethnic origin, nationality, national origin or race
- Gender
- HIV status
- Marital status
- Religion or belief
- Responsibility for dependants
- Sexual orientation
- Unrelated criminal convictions

It is the responsibility of every employee of the company to uphold and implement the policy.

It is the responsibility of each individual manager, at all levels, to plan and provide their services to realise this policy.

**Here are some of the things we do...**

### **Recruitment**

- ✓ We will work towards creating a workforce which reflects the diversity of the local population and the wider society. We will ensure that no-one is unfairly discriminated against when applying for a job or during the course of their employment with Connevens Limited.
- ✓ Selection will be solely on the basis of aptitude and ability.
- ✓ We ensure that Contracts of Employment require employees to comply with the Company's Policy on Equal Opportunities in Employment, and that failure to comply will be a disciplinary matter which could involve dismissal.

### **Our Staff, Training & Promotion**

- ✓ All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.
- ✓ Within our workforce, we have staff members who vary in age from their 20s to their 70s. We have a diverse range of ethnic and religious backgrounds and several of our members of staff have a disability which we support fully.

- ✓ Our board of directors is made up of both men and women
- ✓ Promotion will be solely on the basis of aptitude and ability.
- ✓ All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- ✓ We are committed to ensuring all employees are aware of the existence of the Policy and Codes of Practice produced and to that end, a copy of the policy is displayed in all departments and in the Staff Tea Room.
- ✓ We review our policy on an ongoing basis and always improve whenever we can. We are committed to creating a culture where people of all backgrounds and experience feel appreciated and valued.

### **Responsibility of Employees & Codes of Conduct**

- ✓ Connevans Limited requires all its employees to behave in ways that promote equality and are non-racist, non-sexist and generally non-discriminatory. This applies to the way they behave to members of the public in the delivery of services and to other employees in the course of their work.
- ✓ Employees should participate actively in measures introduced by Connevans Limited to ensure that there is equality of opportunity and non-discrimination. Employees should also draw the attention of management to alleged unlawful or unfair discriminatory acts or practices.
- ✓ Should employees, through the course of their employment, be found to have caused or encouraged discrimination, this will be regarded as a particularly serious offence, rendering them liable to disciplinary action.