

1 Introduction

Grantside Limited ("Grantside") recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on diversity and equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

2 Statement of policy

- (a) It is the policy of Grantside to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Grantside recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

3 Recruitment and promotion

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

4 Employment

- (a) Grantside will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- (b) Grantside will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

5 Training

- (a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

6 Grievances and victimisation

- (a) Grantside emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

7 Monitoring

- (a) Grantside will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.
- (b) Grantside will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all the company's employment policies and procedures, not just those specifically concerned with equal opportunities and diversity.
- (c) The firm shall complete an Equal Opportunity Monitoring survey annually. The data shall be obtained in compliance with the Data Protection Act 1998, analysed and appropriate action taken to redress any issues identified.

8 Implementing the Policy

Responsibility

- (a) Ultimate responsibility for implementing the policy rests with the Managing Director.
- (b) All employees of Grantside are expected to pay due regard to the provisions of the Diversity and Inclusion Policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the Firm.
- (c) Acts of discrimination or harassment by employees of Grantside will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion.

Complaints of Discrimination

- (a) Grantside will treat seriously, and will take action where appropriate concerning, all complaints of discrimination or harassment on any of the forbidden grounds made by employees, clients, customers, suppliers, contractors or other third parties.
- (b) All complaints will be investigated in accordance with the Firm's grievance or complaints procedure, as appropriate, and the complainant will be informed of the outcome.

Updates and Legislation Changes

- (a) Grantside recognises that Diversity and Inclusion is developing constantly as social attitudes and legislation change and the company aims to ensure that its policy is updated and maintained in order to meet latest legislation as a minimum.
- (b) Grantside will keep its policies under review and implement changes where these could improve equality of opportunity. This commitment applies to all Grantside's employment policies and procedures.

Steve Davis

Managing Director

