

## Equal Opportunities

### Statement

The Company regards its Equal Opportunities Statement as an integral part of its overall Company strategy.

It will not only conform to the letter and the spirit of the Sex Discrimination Act, the Race Relations Act and any other Statutory legislation that may be enacted, but it will ensure that it promotes **active non discrimination** of job applicants, employees and any third parties, on grounds of race, colour, ethnic or national origin, sex, gender reassignment, age, marital status, sexual partnership status, disability, sexual orientation, religion or belief.

This statement applies to **all** employees whether full time, part time or engaged on a fixed term or casual basis. No-one working for the Company is excluded, whatever their contractual arrangements.

The Company is committed to implementing procedures and practices that will give **all** staff the chance to achieve their full potential, by working towards the removal of any unfair discrimination.

It will deal with people solely on the basis of merit and will ensure fair and equal treatment in: Recruitment - appraisal - access to training - career development - job allocation - promotion - grievance and disciplinary matters and any other issues concerned with the employment of people.

It will also create an environment where staff and clients feel able to discuss openly all issues concerning equal opportunities, discrimination, harassment and any other related subjects.

## Implementation

### Method of Operation

For implementation to be effective there must be **positive action** by all managers and members of staff, at all levels. It is the duty and responsibility of all employees of the Company to comply with these policies in the day to day conduct of their duties.

***Failure to comply with any part of this procedure will lead to disciplinary action under the Company's disciplinary procedure.***

Core subjects addressed are:

- ***Harassment or Abuse*** of another employee or of any third party. An example of this would be offering less favourable terms to certain individuals, or groups, which would create a hostile working environment, likely to affect the work and the personal well being of the individuals concerned;
- ***Direct Discrimination*** against any employee or potential employee. An example would be to refuse to recruit someone who despite having the required skills for the job, belongs to a particular ethnic group, is married, etc;
- ***Indirect Discrimination*** against an employee, or potential employee. An example would be to apply a criterion for employment which is to the detriment of a considerably larger proportion of women than men and which cannot be justified by the requirements of the job.

This is not intended to be an exhaustive list but is purely intended as a guide to the subjects that must be included in the ongoing programme.

All managers are responsible for ensuring that they, and their staff, are aware of, and critically examine, their attitudes to people and groups. They must ensure that stereotyped assumptions do not affect their judgement during selection, appraisal, career development or the delivery of services.

***Corporate Document Services recognises that the promotion of equal opportunities involves more than just a commitment to remove discrimination.***

***The Company is determined to take positive action to enable all individuals to develop their full potential and to overcome the effects of discrimination.***