

Equal Opportunity Policy Statement

It is George Law's policy that:

- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit and capability.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- No-one receives less favourable treatment, on grounds of any personal characteristic including age, disability, gender reassignment, marriage/civil partnership, nationality, pregnancy/maternity, ethnicity race or colour, religion/belief, gender and sexual orientation; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds.
- No-one is victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates a hostile, degrading, offensive, or humiliating environment.

George Law Equal Opportunities Action Plan

This details the measures George Law takes to ensure that the policy continues to achieve its aims. This applies to all aspects of employment, from recruitment to dismissal.

The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet.

Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions and even dismissal. The grievance procedure will be published on the company's intranet.

Customers and clients will be made aware of the policy on request, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

Fair and equal treatment will be given to customers and members of the public by all employees. The business will investigate any complaints from employees that they are being harassed by a customer for reasons linked to protected characteristics, and take suitable action to prevent further incidents.

All applicants for employment, promotion, transfer and training will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief. Selection will be based on ability.

Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence. Information about the religion/belief and sexual orientation of employees may also be monitored.

Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, may also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation if necessary.

Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes, and this policy.

Where practical we will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.

Contractors who supply goods, materials or services to George Law will be expected to prohibit unlawful discrimination or harassment by contractors and their employees, and by any subcontractors and their employees. We will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.

The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the newsletter and notice boards.

All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation and when representing the company.

Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some.

The business will take all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documents and keeping copies of them for two years after the employment has come to an end.

This Policy is the responsibility of Mr. G. Little, Director and has the full support of the board of Directors

Signed:

A handwritten signature in black ink, appearing to read 'G. Little', with a horizontal line underneath it.

G. Little

Director

1st January 2016
