

PETERBOROUGH ENVIRONMENT CITY TRUST

EQUALITY POLICY

1. Policy Statement

- 1.1. Our commitment to equality is embraced within all of our policies and working practices.
- 1.2. Our aim is to eliminate discrimination and unlawful practices through the integration of equality principles in the areas of employment, service commissioning, service provision and delivery.
- 1.3. This policy provides a framework within which all of our directors, employees and managers can work to ensure an integrated approach to equality.

2. Scope

- 2.1. This policy applies to all employees, workers, agency workers, contractors and job applicants.

3. What is discrimination?

- 3.1. Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):

- age
- disability
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

4. Our responsibilities and approach

- 4.1. We aim to avoid discrimination in all aspects of employment and recruitment. Our approach to different aspects of employment and recruitment is set out below.

5. Recruitment and selection

- 5.1. We aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.
- 5.2. We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.
- 5.3. For all jobs, we will draw up a clear and accurate job description and person specification to ensure that we remain focussed on what the job involves and the skills, experience and qualifications which are relevant and necessary to do the job. Shortlisting for interview will be done by two employees using a pre-agreed marking system that is applied fairly and consistently to all applicants. If we hold interviews, we will try to ensure that more than one person conducts them to ensure that we avoid unintentional bias.
- 5.4. We will not ask for personal or irrelevant information on application forms or in interviews. We will focus instead on whether someone has the relevant skills, qualities and experience to do the job.

6. Promotion, training and appraisals

- 6.1. Promotion and training decisions will be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.
- 6.2. We will advertise promotion and transfer opportunities within the company. We will try to ensure that training and development opportunities are made known to all relevant employees.
- 6.3. Training needs will be identified through regular appraisal discussions.
- 6.4. We have a formal appraisal system which helps us to ensure that employees are being assessed fairly on the basis of job performance and are not being discriminated against. We will conduct appraisals objectively and measure performance in a transparent and objective way, without prejudice or bias.

7. Working conditions and terms of employment

- 7.1. We will ensure that decisions made under our disciplinary, grievance performance improvement and attendance management policies are carried out fairly and without discrimination.

8. Termination of employment

- 8.1. We will ensure that we avoid discrimination in making decisions about dismissal or redundancy.

9. Disabled employees

- 9.1. We will make adjustments to accommodate disabled employees where possible and reasonable.

10. Your rights and responsibilities

- 10.1. You have the right not to experience unlawful discrimination in our workplace. You also have a responsibility to understand this policy and help us to implement it.
- 10.2. All employees, workers, agency workers and contractors have a duty not to discriminate against each other and not to help anyone else do so.

11. Our relationships with visitors/customers/suppliers

- 11.1. You must not discriminate against any of our visitors/customers/suppliers. Equally, we expect our visitors/customers/suppliers not to discriminate against you and we will take appropriate action against any visitor/customer/supplier found to have done so.

12. What to do if you have been discriminated against

- 12.1. If you believe you may have been discriminated against, please tell us. You can speak informally with your manager or HR. If you want to make a more formal complaint, you are encouraged to raise the matter through our Grievance procedure.
- 12.2. Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

13. What will happen if you act in a discriminatory way?

- 13.1. If, after investigation, we decide that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.