

WORKSPACE'S EQUAL OPPORTUNITIES AND DIGNITY AT WORK POLICY



WORKSPACE®

Equal Opportunities and Dignity at Work Policy

Policy Statement

Workspace Group (The Company) aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there are equal opportunities for all employees, whether part time, full time or temporary.

Workspace Group respects and values the diversity of its staff. The Company takes all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications irrespective of:

- Race
- Colour
- Ethnic origin
- Nationality or national origin
- Religion, belief or political opinion
- Sex
- Sexual orientation including gender reassignment
- Age
- Marital or civil partnership status
- Disability.

Workspace takes all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and one that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. The Company does not condone any form of harassment, whether engaged in by employees or by third parties who do business with the Company, such as clients, customers, contractors and suppliers.

Valuing diversity means that we recognise that we all have complex identities made up of many different strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engaging with the needs of our diverse staff to enable us, both individually and corporately, to achieve our aims.

The Equal Opportunities and Dignity at Work Policy applies to all employees of Workspace and anyone else who applies for work, whether contract or temporary staff, or third parties, such as customers and clients.

Management Responsibilities

It is the responsibility of all managers to:

- Ensure that the standards established within this policy are adhered to within their own area of responsibility.
- Familiarise themselves with the procedures in all Equal Opportunities documentation.
- Ensure that they are not instructing employees to act in a discriminatory manner.
- Ensure they are not putting pressure on employees to discriminate against others.
- Bring the details of the policy and procedure documents to the attention of all staff.
- Ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by ongoing training.

Staff Responsibilities

It is the responsibility of employees at all levels to:

- Co-operate with any measures introduced to ensure equality of opportunities.
- Report any discriminatory acts or practices.
- Not induce or attempt to induce others to practice unlawful discrimination.
- Not victimise anyone as a result of them having reported or provided evidence of discrimination.
- Not harass, abuse, bully or intimidate others.

Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Recruitment and Selection

The recruitment process is conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. The Company is committed to applying its equal opportunities policy statement at all stages of recruitment and selection in order to:

- Ensure that selection decisions are based on objective, non-discriminatory, job related criteria, consistently applied to all candidates for all jobs at all levels.
- Ensure that nationality requirements are applied correctly.
- Ensure that staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application and that they receive the appropriate guidance from Human Resources.
- Ensure that, wherever possible, all applicants are interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job and that selection decisions for any post are taken by more than one person.
- Ensure that selection criteria and reasons for the selection or rejection of individual candidates are recorded.
- Ensure that decisions in relation to promotion opportunities, including temporary promotion, are non-exclusive and that extended use of temporary promotion is discouraged where it will give one individual an unfair advantage over others.
- Monitor the results of recruitment processes with particular regard for decisions which appear to be inconsistent.

Employee Development

Workspace provides development opportunities for all staff irrespective of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. Line managers are responsible for ensuring they actively promote equal opportunities within the departments for which they are responsible.

(For full details please see Employee Development Policy)

Equal Pay

Workspace is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, Workspace will endeavour to maintain a pay system that is free from bias and based on experience, abilities and qualifications.

Monitoring Equal Opportunity and Dignity at Work

The Company regularly monitors the effects of selection decisions, personnel, pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This also involves considering any possible indirectly discriminatory effects of its working practices. If changes are required, the Company will implement them. The Company will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.