

EQUAL OPPORTUNITIES POLICY



The Partners of Cass Associates are committed to the principles of equal opportunity. Cass Associates is an Equal Opportunity Employer and will, as a minimum, carry out its legal responsibilities under the relevant Equal Opportunities legislation including the Human Rights Act 1998 and the Equality Act 2010 (and any subsequent amendments).

1. Policy Guidance

- 1.1 The Practice's policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, ethnic or national origin, age, gender, sexual orientation, marital status, disability or health, sensory or speech impairment.
- 1.2 The Practice is committed, as far as is practical, to observe the Equality and Human Rights Commission's Code of Practice on Employment, on Equal Pay and on Services, Public Functions and Associations (April 2011).
- 1.3 The Practice will ensure those opportunities in terms of recruitment; selection, training, development and promotion are on the sole basis of merit and ability.
- 1.4 The Practice will not permit any form of harassment, bullying, victimisation or discrimination.
- 1.5 The Practice will take all reasonable steps to avoid the position where disabled people are placed at a disadvantage in the working environment.
- 1.6 The Practice will explore alternative working arrangements with employees who are unable to work full-time. Where appropriate, alternatives such as part-time work or job share will be considered.
- 1.7 Any employee who believes that they are being discriminated against, victimised, bullied or harassed should raise the matter through the Practice's grievance procedure.
- 1.8 The Practice will treat such grievances seriously and will investigate thoroughly any allegations of discrimination, harassment or bullying. Proven acts of discrimination, harassment or bullying by employees of the Practice will result in disciplinary action being taken against the employee.

2. Co-consultants

- 2.1 The Practice will endeavour to ensure that co-consultants and contractors that it employs have similarly adequate Equal Opportunities Policies in place unless the organisation is of a size where this would not be practicable.

3. Communication of Policy

- 3.1 Training and guidance will be provided to all employees to ensure that they are aware of the contents of and their responsibilities under the Practice's Equal Opportunities Policy.
- 3.2 The Equal Opportunities Policy is included within an employees handbook which is given to them on joining the practice and is discussed in their induction.

4. Monitoring and Review

- 4.1 The consistent application and effectiveness of the Policy will be regularly monitored and reviewed by the Partners and the result of such reviews will be recorded in the minutes of the Partners meeting.

5. Responsibility

- 5.1 The overall responsibility for the implementation of this Policy rests with the Partners of the Practice. The nominated Partner is Peter Hamilton

A handwritten signature in black ink, appearing to read "P. Hamilton", is written over a horizontal line.

Review date : JUNE 2015

Signed :