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Equal Opportunities Policy

1. Introduction

Provide SESS Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination in line with the Equalities Act 2010. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability, part-time and fixed term contract status, age, sexual orientation or religion.

2. Definition of Discrimination

- (a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
- (b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.
- (c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

3. Statement of policy

- (a) It is the policy of Provide SESS Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Provide SESS Ltd recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and SIA License held.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

4. Recruitment and promotion

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.

5. Employment

(a) Provide SESS Ltd will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training

(a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) All employees will be encouraged to discuss their career prospects and training needs with Clayton White and annual appraisals will include development pathways/ training needs to be identified.

7. Company Documentation

(a) Provide SESS Ltd ensure that all company documentation is available in all major languages that further aides our employees to understand their content. This is also true of all briefing documentation were the company sees added value in this being carried out.

8. Monitoring

(a) It is the responsibility of Clayton White to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

(b) Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

9. Grievances and victimisation

(a) Provide SESS Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action.

(b) Any complaints of discrimination will be pursued.



Clayton White - Managing Director