

Equal Opportunities and Diversity Policy

1.1 **Partners Employment** shall adhere to the equal opportunities and diversity policy at all times, and all employees of **Partners Employment** accept that it is their personal duty to ensure that such a policy becomes fully effective.

1.2 **Partners Employment** has a comprehensive equal opportunities and diversity policy, which states that everyone shall be treated equally irrespective of sex, marital status or civil partnership, age, disability, race, colour, religion or belief, ethnic or national origin, sexual orientation (the protected categories).

1.3 These policies also include:-

- Definitions of direct and indirect racial and sexual discrimination.
- Definitions of and policies regarding: Disability, Harassment, Gender Re-Assignment, Age, Part-Time Workers, Complaints and Monitoring.
- A statement that clients are encouraged not to include age criteria or other subjective criteria in job specification and that every attempt will be made to provide for the needs of staff, candidates and clients.
- A statement of the **Partners Employment**, of which **Partners Employment** is a division, commitment to equal opportunities.
- The name of the person responsible for the policy.
- An obligation upon all staff to respect and act in accordance with the policy.
- Commitment to training in equal opportunities practice.

1.4 Age Discrimination: discrimination on grounds of age is unlawful,

Partners Employment will not:

- Ask clients to indicate preferred age of candidates for a vacancy, or include age limits in records prepared for clients.
- **Partners Employment** will question requests by clients to include age limits when registering vacancies.
- Directly or indirectly infer age as a criteria when placing vacancy advertisement. If a client insists on using such limits, the reasons for doing so should be included in the vacancy records, applicants outside the limits should be given due consideration.

1.5 Disability Discrimination: since discrimination on the grounds of disability is unlawful, **Partners Employment** will not enquire about an applicant's health or disability before offering work prior to including the candidate in a pool of candidates from which **Partners Employment** intends to potentially select the registered candidate for work. **Partners Employment** does however reserve the right to enquire about a disability or health in the following circumstances:

- To establish whether the candidate can undertake an assessment or whether reasonable adjustments need to be made to enable an assessment.
- To establish whether the person will be able to undertake a function intrinsic or essential to the role.

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(Disability Discrimination: continued)

- For the purpose of monitoring diversity and positive action.
- To determine whether a person has a particular disability in cases where work is subject to a requirement that the candidate has a particular disability.
- To ensure that all mandatory legislative obligations that the Client may need to be met, onsite with regards to health questionnaires, are completed these health questionnaires will be intrinsically linked to the job role with the specific Client.

Partners Employments will consult the REC if they are in any doubt about any aspect of this code.

2. Recruitment and Selection

Partners Employments will not discriminate unlawfully.

- In the arrangements made for selecting and recruiting internal staff.
- When deciding which candidate/temporary worker is submitted for a vacancy or assignment.
- In any terms of employment or terms of engagement for temporary workers.

2.1 If the job/position comes within the definition of a genuine occupational qualification or any other statutory exception Partners Employments will obtain written confirmation of the client.

2.2 Partners Employments will describe the requirements and duties of the job/position accurately and will match those to the details of the individual accordingly.

2.3 Partners Employments will ensure that each individual/candidate is assessed only in accordance with the individual's/candidates merits, qualification and ability to perform the relevant duties required by a particular job.

2.4 Partners Employments will issue written guidelines to their employees on a fair selection procedures emphasising that Partners Employments equal opportunities policy must be adhered to at all times.

2.5 Partners Employments will review on an on-going basis all aspects of recruitment and selection procedures with a view to avoiding unlawful or undesirable discrimination.

3. Advertising

3.1 Partners Employments will not publish an advertisement, which indicates or might reasonably be understood to indicate an intention by a person to act in any way, which is or might be unlawful.

3.2 Partners Employments will review on an ongoing basis all advertisements to ensure that no particular individual/s or group/s are being directly or indirectly excluded, with regard to the requirements of the particular job/position.