

INDEX

1. [Policy](#)
2. [Objectives](#)
3. [Your Responsibilities](#)
4. [Recruitment & Selection](#)
5. [Terms & Conditions Of Employment](#)
6. [Training, Career Development & Promotion](#)
7. [Equal Pay](#)
8. [Monitoring & Record Keeping](#)
9. [Associated Policies](#)

1. POLICY

We are committed to the principles of equality, diversity and inclusion and seeks to integrate these principles into all aspects of day to day life at Orangebox.

2. OBJECTIVES

We aim to avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

We aim to recruit, train and promote the best person for the job. To achieve this, we have a policy of recruiting and developing people with suitable qualifications, experience, personal attributes and potential into all roles, regardless of gender, marital status, sexual orientation, age, ethnic origin, colour, nationality, religion or disability of any kind.

Our long-term aim is that the composition of our workforce should reflect that of the communities in which we are based.

We also aim to create a positive working environment free from unlawful discrimination, victimisation, bullying and harassment in which all employees are treated equally and with dignity, respect and courtesy.

3. YOUR RESPONSIBILITIES

You are required to comply with this policy when dealing with other employees, agency personnel and consultants, job applicants, clients, suppliers, customers and anyone else with whom you may come in to contact during the course of your employment.

You are required to conduct yourself in accordance with this policy. Any behaviours or actions against the spirit of this Policy or bullying / harassment of any kind will be considered to amount to a serious disciplinary matter which may, in some cases, lead to dismissal.

If you engage in any form of discrimination you may render yourself liable to disciplinary action in line with our Disciplinary Procedure. In addition you should note that certain discriminatory actions may also be unlawful meaning you, as an individual, may also be personally liable as a result of any legal action.

You should notify your Departmental Manager of any suspected discriminatory acts or practices or suspected cases of bullying or harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has

EQUAL OPPORTUNITIES POLICY

provided information regarding same. Such behaviour will be treated as potential gross misconduct in accordance with our Disciplinary Procedure.

4. RECRUITMENT & SELECTION

- Where possible all vacancies will be advertised simultaneously internally and externally. Internally, employees will be notified of vacancies via the Company's notice boards and /or the intranet;
- We will ensure that information about job opportunities will be circulated as widely as possible in the circumstances to ensure that it reaches all sections of the community regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief, age or sexual orientation;
- Selection criteria (job description and person specification) will be kept under constant review to ensure they are non-discriminatory and only include criteria which are objectively required for the duties and responsibilities of the vacancy;
- All applications will be considered on the relative merits of the applicant against the job and/or person specification for the position regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief, age or sexual orientation;
- Where possible more than one person will be involved in the recruitment process and selection interview and will be aware of our Equal Opportunities Policy and have received appropriate training in relation to same;
- Reasons for selection and rejection of applicants for vacancies will be recorded;
- If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated on any advertisements;
- Applicants may be asked to complete a Diversity Monitoring Form to enable us to undertake diversity monitoring. This Form will be kept separate from all other application documents and will not form part of the selection process;
- All personnel engaged in recruitment and selection activities will receive periodic training in relation to Equal Opportunities in Recruitment.

5. TERMS & CONDITIONS OF EMPLOYMENT

- We will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief age or sexual orientation;
- No requirements or conditions will be imposed, directly or indirectly, which will or might place any group of employees at an unfair or unlawful disadvantage.

6. TRAINING, CAREER DEVELOPMENT & PROMOTION

- You will be provided with appropriate training to enable you to achieve the performance standards expected of you regardless of your colour, race, nationality, ethnic origin, sex, marital status, disability, religious belief, age or sexual orientation;

EQUAL OPPORTUNITIES POLICY

- All training and promotion opportunities will be published widely to all appropriate employees and not in such a way as to exclude or disproportionately reduce the numbers of applicants from a particular group;
- Decisions on promotion and career management will be based solely on objective and job related criteria.

7. EQUAL PAY

- We are committed to equal pay in employment. We believe that employees should receive equal pay for like work irrespective of gender. In order to achieve this we aim to maintain a pay system that is transparent, free from bias and based on objective criteria.

8. MONITORING & RECORD KEEPING

- To ensure this Policy is operating effectively we maintain records of employees' and applicants' racial origins, gender, marital status, disability, religious belief, age and sexual orientation. We may therefore periodically require you to complete an Equal Opportunities Monitoring Form in order that we may update our records.

Such information will be held on your Personnel file and the HR information system and you will be entitled to check / correct your information if you so request. Otherwise access to this information will be strictly limited to members of the HR Department;

- All personal data and sensitive personal data gathered will be processed in accordance with the relevant data protection legislation and our privacy notices and Data Protection Policy;
- We will undertake regular reviews of all our policies, procedures and practices in relation to recruitment, terms and conditions of employment, training, career development, promotion and grievance and disciplinary to identify any trends or patterns emerging and, if so, to analyse whether or not these are justified;
- We are committed to identifying and taking all steps necessary to eliminate any unjustified discrimination which is revealed by this monitoring process.

9. ASSOCIATED POLICIES

- [Bullying & Harassment](#)
- [Disciplinary Policy](#)
- [Data Protection Policy](#)