

## Equal Opportunities Policy

The Company recognises that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedures, we have detailed our equal opportunities policy in this document. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action. As an employer, Sycamore Process Engineering Ltd (SPEL) is committed to equality and valuing diversity within its workforce.

Our aim is to ensure no job applicant or employee is discriminated against, either directly or indirectly on the grounds of race, religion or belief, sex, marriage or civil partnership, pregnancy or maternity, sexual orientation, gender reassignment, age, or disability.

The Company aims to maintain a working environment in which no employee feels under threat or intimidated.

Our goal is to ensure that these commitments, reinforced by our values, are embedded in our daily working practices with all our employees.

Every employee working for the Company has a personal responsibility for implementing and promoting these principles in their day-to-day dealings with everyone - work colleagues, employers and customers. Inappropriate behaviour is not acceptable.

The Company will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy is made available for all employees and made known to all applicants for employment.

The policy will be communicated to our contractors reminding them of their responsibilities towards equality of opportunity.

This policy is implemented in accordance with the appropriate statutory requirements and full account has been taken of all available guidance.

### Recruitment and Selection

The recruitment and selection process is crucially important to any equal opportunities policy. The Company will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or sub-consciously, in making these decisions.

Job descriptions are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

The Company will adopt a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

The Company will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other personnel.

### **Training and Promotion**

Senior personnel will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

It is important to us as a Company that all our employees can contribute to the achievement of the Company's objectives. Staff have access to learning and development covering all areas of equality.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

### **Monitoring**

The Company will maintain and review the employment records of all employees to monitor the progress of this policy. Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and personnel.