



CREATIVE MARKETING, PR & DIGITAL

## **EQUAL OPPORTUNITIES POLICY & PROCEDURE 2022**

Gough Bailey Wright is an equal opportunity employer and will seek to satisfy the objectives and intentions of all relevant legislation and codes of practice pertaining to equal opportunities in employment.

The Company is committed to upholding the right of Employees to work in an environment free from unlawful discrimination and to ensure that Employees are treated fairly on moral grounds to enable them to perform to their best ability.

This policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of the Company's clients, suppliers and any other person attending the Company in whatever capacity. All Employees must comply with this policy and should request training or guidance if they have any doubt about its application.

### **GUIDELINES**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications and abilities. The Company does not discriminate in employment opportunities or practices on the basis of any characteristic protected by law. All Employees must abide by and adhere to the principles of this policy whatever their status within the Company. Discrimination is prohibited on the grounds of:

- Sex
- Race
- Nationality
- Ethnic Origin
- Marital Status/Civil Partnership
- Sexual Orientation
- Gender reassignment
- Age
- Disability
- Religious Beliefs
- Trade Union Membership

### **TYPES OF DISCRIMINATION**

Discrimination may take place where a person is treated less favourably for one of the reasons listed above and may be direct, associative, perceptive or indirect.

#### **Direct Discrimination**

Direct discrimination occurs when a situation arises where a person is treated less favourably than another due to one or more of the reasons listed above.

#### **Associative Discrimination**

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

#### **Perceptive Discrimination**

This is direct discrimination against someone because others think they possess a particular protected characteristic. It applies even if the person does not possess that characteristic.

#### **Indirect Discrimination**



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Indirect discrimination occurs when a requirement or condition is applied equally to all persons, but;

- (a) It is such that the proportion of persons, where due to one of the reasons listed above, who can comply with the requirement or condition is considerably smaller than the proportion of persons not in that group who can comply; and
- (b) Where the requirement or condition cannot be shown to be justifiable; and
- (c) Which is to the detriment of those people who cannot comply with the requirement or condition.

### **DISABILITY**

Some additional rules apply to Employees who are disabled or become disabled in the course of their employment. The Company will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An Employee who is disabled should inform the Company of any reasonable adjustments to their employment or working conditions, which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

### **PROCEDURE**

If an Employee believes that they have been discriminated against in any of the areas outlined in this policy they should report the matter to a Company Director. All issues raised will be treated seriously and an initial investigation will be carried out in accordance with the Company's Dignity at Work Policy & Procedure. After investigation the Company's disciplinary procedure may be invoked, which could lead to action being taken including dismissal from the Company.

The Company is concerned to ensure that Employees feel able to raise such issues and no individual will be penalised for raising such an issue, unless it is untrue and made in bad faith.

However, where an Employee is falsely accused, in bad faith of discriminatory conduct, then they may implement the Company's grievance procedure. In this instance, the Employee who made the accusation may be disciplined within the Company's disciplinary procedure.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of a Company Director. Employees can raise genuine concerns and make reports without fear of reprisal.

### **MONITORING**

The Company will monitor the composition of its workforce to ensure the effectiveness of this policy.