



EQUAL OPPORTUNITIES POLICY

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EQUAL OPPORTUNITIES POLICY

1 PURPOSE

The purpose of the Equal Opportunities Policy is to confirm how Luxus Limited expects people to behave at work, by not offending colleagues or visitors.

2 GENERAL

The Company requires all those representing and working for the Company to understand and demonstrate that it is the responsibility of each individual to:-

- respect each person's abilities and legal rights
- create a working environment where each person can develop to his/her fullest potential in order to contribute to the organisation's success

Having an Equal Opportunities Policy in place facilitates the removal of barriers to access and opportunity based on race, colour, gender, sexual orientation, age, disability, special needs, religion, culture and class.

It also encourages the promotion of a caring environment which avoids bullying/harassment.

3 POLICY

Luxus Limited expects all members of staff when at work, or representing the Company off-site, to:-

- use non-discriminatory language
- challenge any behaviour or language displayed by other members of staff which discriminates against or oppresses any group of people because they are different
- be open to personal challenge from staff members over the use of discriminatory or oppressive language, behaviour or materials
- establish as far as possible a safe and enabling work environment for all staff members, where people should not feel undermined, devalued or humiliated
- acknowledge and accept value differences between people and create a climate where these differences are handled to the mutual benefit of people working together

N.B. It is not only the right, but also the duty, of any employee to challenge someone if that person is humiliating, bullying, harassing or offending him/her or a third party.

An employee who has challenged discriminatory or unacceptable behaviour and is dissatisfied with the result, or who feels unable to deal with a particular case without assistance, should follow the procedure outlined in the Company's Grievance Policy. (Under these circumstances an employee does not require one year's service in order to instigate the procedure.)

4 RECRUITMENT

4.1 ADVERTISING OF VACANCIES

Recruitment literature will not imply there is a preference for one group of applicants unless there is a genuine occupational qualification which limits a post to a particular sex, in which case the reason(s) for this will be clearly stated.

All advertisements will be aimed at as wide a group of suitably qualified and experienced people as possible and all applicants will be informed that the Company encourages equal opportunities and operates an equal opportunity policy. This information will be conveyed on all information relating to job vacancies.

All posts/roles will be advertised internally and/or externally, as appropriate.

All applicants will be provided with a job description on request.

4.2 JOB INTERVIEWS

All interviews will be conducted on an objective basis, dealing only with the applicant's suitability for the job and ability to fulfil the job requirements.

Where it is necessary to assess whether personal circumstances will affect performance of the job (e.g. where it involves unsociable hours, extensive travel, etc) this should be discussed objectively without detailed question based on assumptions about marital status, children and domestic obligations, etc.

Anyone whose job involves recruitment will be trained in interviewing skills, and in fair selection and recruitment. Decisions on which candidates are called for interview will be based on the criteria for the job description. Reasons for rejection will be noted on the applicant's papers and retained on file.

Normally the selection process will involve more than one member of Luxus staff. If it is appropriate to hold more than one round of interviews for a position, there should be at least one different interviewer at each round.

5 PROMOTION AND TRAINING

Luxus Limited will not discriminate on the basis of sex or marital status in the allocation of duties or shifts between employees. All information relating to promotion, transfer and training of staff shall be freely available.

All employees will be encouraged to discuss their career prospects and training with their Team Leader/Manager. In particular this discussion will arise as part of the appraisal system.

It is Company policy that it will not discriminate in the provision of training courses for employees. Age limits for entry to training schemes will not be unnecessarily restricted to exclude certain groups of employees.

6 MONITORING

All aspects of Company policies and procedures will be kept under constant review to ensure that they do not operate against equal opportunities. The Equal Opportunities Policy itself will be reviewed from time to time and action taken as appropriate.

7 DISCIPLINARY ACTION

Individuals who are not meeting the Company's Equal Opportunity standards will be offered guidance, in order to identify any training needs.

Where an individual does not benefit from advice and training, the Company's Disciplinary Procedure may be invoked, which may ultimately result in dismissal.