

Londonguild Limited

Equal Opportunities Policy

It is the policy of this organisation to provide equal opportunities for all employees and trainees. The Company will also take every action possible to avoid discrimination on the grounds of sex, race, ethnic origin, religious beliefs or disability.

To uphold this policy, the Company will undertake the following:

In recruitment

- Ensure that job titles are not sex biased and are accurate.
- Avoid over inflated or unnecessary job criteria in person specifications when recruiting new employees.
- Check that job requirements are really necessary to do the job and are not a reflection of traditional practices which may be operating to the disadvantage of men or women, minorities, the disabled or older people.
- Guard against sex/race stereotyping, particularly in illustrations, advertisements and recruitment literature.
- Ensure that recruitment methods used are fair to all potential applicants and do not effectively screen out minorities or members of one sex.
- As a general rule, not use age as a primary discriminator in recruitment and selection.
- Ensure that only trained interviewers conduct preliminary selection interviews.
- Ensure that interviewers avoid questions which could be construed as discriminatory.
- Maintain clear interview notes and records of all applicants.

Training and Promotion

- Check that all staff and minorities, regardless of their sex, are being trained and developed along with other employees and have the same opportunities for advancement within the Company.
- Where appropriate take older trainees into training programmes to avoid discrimination against women and minorities.
- As a general rule, not use age as a primary discriminator in training and promotion decisions.
- Examine selection criteria for training and promotion opportunities to ensure they do not indirectly discriminate.
- Monitor the progress of all trainees against the equal opportunities policy and its requirements.
- Ensure that equal standards are being operated when undertaking performance reviews and assessments.
- Where appropriate encourage all staff and minorities, regardless of their sex, to put themselves forward for training and promotion.

Victimisation and harassment

- Investigate all complaints of discrimination and harassment thoroughly however minor they may be considered to be at first sight.

- Take disciplinary action against any employee found to have discriminated against another employee on the grounds of sex, race, ethnic origin, religious beliefs or disability.
- Take disciplinary action against any employee found to have harassed another employee on the grounds of sex, race, ethnic origin, religious beliefs or disability.

Publication of this Policy

- Ensure that all employees, especially new employees and those in positions of authority, are made aware of this Policy.