

# Equal Opportunities Policy 2014

## Peter Stevens Estates Equal Opportunities Policy

Peter Stevens Estates recognise that everyone has a contribution to make to our society and a right to equal opportunity.

No job applicant or employee, member, volunteer or organisation/individual to which we provide services will be discriminated against by us on the grounds of:

- gender (including sex, marriage, gender re-assignment);
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion or belief;
- age.

**We aim to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:**

- Opposing all forms of unlawful and unfair discrimination.
- All employees (whether part-time, full-time or temporary), will be treated fairly and with respect.
- Membership will be open to all.
- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All selection/rejection decisions will be recorded.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to senior management.

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## **Our commitment:**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality is good management practice and makes sound sense. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the management committee and has been agreed with an employee representative.
- The policy will be monitored and reviewed annually.

The successful implementation of this policy depends on the awareness and commitment of all staff. Hence, all new staff will be made aware of its existence and on joining the organisation, and reminded they must conform with it on a regular basis.