



equal opportunities policy

01/08/2008 rev16/06/09

CuCo recognises that it is essential to provide equal opportunities to all persons without discrimination.

Therefore CuCo will aim to treat all workers, sub contractors and job applicants equally. There will be no discrimination in respect of marital status, gender, sexuality, disability, age, colour, race, religion, nationality, ethnic or national origins.

There will be no discrimination on these grounds in the terms and conditions offered to employees, sub contractors or job applicants. The policy also covers recruitment, induction, training, conduct at work and the disciplinary and grievance procedure.

The only basis for promotion or selection is the management's considered opinion of the applicant's suitability for the job. All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals. All employees of the organisation will be made aware of the provisions of this policy. Any employee found to be discriminating will face disciplinary proceedings.

CuCo recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both CuCo's and employees' best interests. CuCo recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

Definition of Discrimination

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

Recruitment and promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

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

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

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Employment

CuCo will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

CuCo will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

All employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

All employees will be encouraged to discuss their career prospects and training needs with their immediate supervisors.

Monitoring

It is the responsibility of the Tony Cook to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

Grievances and victimisation

CuCo emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.