

Access Ambition

PREMIER PROFESSIONALS FOR ETHICAL EMPLOYERS

EQUAL OPPORTUNITIES POLICY

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Access Ambition Recruitment Services
CANDIDATE SEARCH & CAREER PLANNING CONSULTANTS

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1. EQUAL OPPORTUNITIES STATEMENT

Access Ambition Recruitment Services (**Access Ambition**) is committed to promoting equal opportunities in employment. You and any job applicants or work-seekers will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

2. ABOUT THIS POLICY

2.1 This policy sets out Access Ambition's approach to equal opportunities and the avoidance of discrimination at work and in the provision of services to work-seekers. It applies to all aspects of our services as well as employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

2.2 Access Ambition's Chief Executive Officer (CEO), Matt J. McLaren, is responsible for this policy and any necessary training on equal opportunities.

2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. DISCRIMINATION

3.1 We will not and you must not unlawfully discriminate against or harass other people including current and former employees, job applicants, work-seekers, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

3.2 The following forms of discrimination are prohibited under this policy and are unlawful:

- (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not objectively justified. For example, a policy denying bonuses to employees who have had time off for any reason throughout the year which, though an apparently neutral policy requiring that in order to get a bonus you need to be in work all year, would indirectly discriminate against women who have been on maternity leave. Such a requirement would be discriminatory unless it can be objectively justified.

- (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4. RECRUITMENT AND SELECTION

- 4.1 Recruitment, including as regards the provision of services as an employment agency pursuant to the Employment Agencies Act 1973, promotion and other selection exercises such as redundancy selection will all be conducted on the basis of merit, against objective criteria that avoid discrimination.
- 4.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.
- 4.3 Job applicants or work-seekers should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.4 Job applicants or work-seekers should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

5. DISABILITIES

If you have a disability we encourage you to tell us so that we can consider what reasonable adjustments or support may be appropriate.

6. PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

7. BREACHES OF THIS POLICY

- 7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with proper disciplinary procedures. Serious cases of deliberate discrimination on the part of employees may amount to gross misconduct resulting in dismissal.
- 7.2 If you believe that you have suffered discrimination you can raise the matter as a complaint. Complaints should be made in writing and addressed to **Matt J. McLaren, CEO, Access Ambition Recruitment Services, Warnford Court, 29 Throgmorton Street, The City, London EC2N 2AT** or sent via email to CEO@accessambition.co.uk. Complaints will be treated in confidence and investigated appropriately.