

STAFF DIVERSITY & EQUAL OPPORTUNITY POLICY

ARTICLE 13 LTD

COMMITMENTS

Article 13 Ltd recognises the importance of diversity and equal opportunities. Article 13 believes in the fair and equal treatment of all employees and that encouraging diversity is critical to our future success. This means we are committed to encouraging diversity in the work place and in doing so hope to reflect, where practical, the make-up of the local community within which we operate.

Diversity and equal opportunities are to be encouraged on the basis of sex, marital status, race, nationality, ethnic (or national) origin, religious beliefs, age, sexual orientation, disability and membership (or non-membership) of a trade union and any other legal membership organisations.

Article 13 is committed to promoting an environment where all individuals are recruited, selected for specific projects, appraised, trained and promoted on the basis of fairness and professional competence. This will enable Article 13 to tap into the widest possible sources of talent, ensure the effective use of staff and promote the best people regardless of their background.

STAFF RESPONSIBILITIES

The cooperation of all employees is essential for the success of this policy. If any employee considers that they are suffering from unfair treatment, on any of the grounds set out above:

1. we encourage employees initially to deal with unfair treatment informally first – e.g. asking the person acting unfairly to stop. The person may not realise that their actions are causing offence;
2. if the person persists, the employee affected may take further action raising the complaint with a director verbally;
3. if this is not appropriate or the issues are not resolved, then employees may speak to a non-executive director directly.

If the complainant believes the problem has still not been resolved satisfactorily, they may refer to the grievance procedure.

Effective 1st August 2007; reviewed August 2009



MANAGEMENT RESPONSIBILITIES

The Directors are responsible for implementing the diversity and equal opportunities policy.

Wherever possible, Article 13 will endeavour to resolve complaints quickly and as sympathetically as possible. Where required, counselling and support will be made available.

Appropriate disciplinary “sanctions” (up to and including dismissal) will be taken against any employee who is found to have discriminated against another person or group.

Any investigations will be carried out only with the agreement of the employee that may have been discriminated against. At all times, during and after the investigation, we will take reasonable steps to prevent further discrimination or harassment. If investigations indicate that discrimination or harassment may have taken place, the case will be dealt with under the company’s disciplinary policy.

VACANCY ADVERTISING

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

SELECTION AND RECRUITMENT

Job applicants, and staff considered for specific projects, will not be subject to discrimination.

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person will be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.

Reasons for selection and rejection of applicants for vacancies will be recorded.

TRAINING, PROMOTION AND CONDITIONS OF SERVICE

Under-represented groups will be encouraged to apply for training and employment opportunities with Article 13. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

PERSONNEL RECORDS

In order to ensure the effective operation of the diversity and equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, declared racial origins and declared disability.

Where necessary, employees will be able to check and correct the record of their own details. Otherwise, access to this information will be strictly restricted.

REVIEW

Article 13's policy for diversity and equal opportunity will be reviewed annually and amended as necessary.

Personnel records relevant to diversity and equal opportunities will also be analysed regularly, and appropriate follow-up action taken, including any revision of this policy.

COMMUNICATIONS

A copy of this policy and all subsequent revisions will be brought to the notice of each employee. All new employees will receive a hard or electronic copy and a verbal statement on diversity and equal opportunities as part of their induction training.

Staff views and questions relating to diversity and equal opportunities are actively encouraged and should be raised with their employee representative, Office Manager or the Directors as appropriate. Article 13 endorses the need for joint consultation to maintain the communication necessary to achieve good diversity and equal opportunity performance.

Expert advice will be obtained when required from appropriate sources/organisations.

ASSOCIATED DOCUMENTS

- Sustainability Policy
- UN Global Compact Principles 1-6
- Staff Handbook
- Job Descriptions and Person Specifications
- Interview Assessment form
- Contract of Employment
- New Employee Personal Details and Equal Opportunity Monitoring Form
- Staff Training Logs
- Performance Review and Personal Development Plan templates

- Disciplinary Policy
- Grievance Procedure

RELEVANT LEGISLATION & STANDARDS

- The Equal Pay Act 1970;
- The Equal Pay (Questions and replies) Order 2003.
- The Rehabilitation of Offenders Act 1974;
- The Sex Discrimination Act 1975;
- The Race Relations Act 1976;
- The Race Relations Act 1976 (Amendment) Regulations 2003;
- The Disability Discrimination Act 1995;
- The Disability Discrimination Act 2005;
- The Human Rights Act 1998;
- The Employment Relations Act 1999;
- The Employment Act 2002;
- European Directive on Equal Treatment;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religion or Belief) Regulations 2003;
- The Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Age) Regulations 2006.
- The Equality Acts (2004, 2006)



Neela Bettridge

Director

Article 13 Limited