

# Independent Safety Services Ltd

## Equal Opportunities Policy

**Issued January 2023**

**Review Date January 2025**



### Revisions control page

<b>Version Number</b>	<b>Date</b>	<b>Summary of changes made</b>	<b>Changes made by</b>
V1.1	27/07/2023	Updated front cover and added revisions table	Dr Anne Woolridge

## EQUAL OPPORTUNITIES POLICY

### 1. Overview

The Company is committed to offering opportunities to all persons based solely on competence and individual merit, and not on any irrelevant factor such as age, sex, sexual orientation, race, creed, colour, nationality, disability, background or social status. The aim of this policy is to ensure that all individuals and organisations with which Independent Safety Services Ltd has a relationship receive equal treatment in accordance with the Equality Act 2010. All employees have a duty to promote and comply with this equal opportunities policy. The policy applies to the following key areas:

- Recruitment
- Working conditions
- Training
- Promotion

### 2. Protected Characteristics

For the purpose of this policy, “protected characteristic” shall mean:

- Race
- Religion or Belief
- Creed
- Colour
- Political views
- Nationality
- Ethnicity
- Gender
- Sex or Sexuality or sexual preference
- Gender Reassignment
- Marital status and Civil Partnership
- Pregnancy & maternity
- Age
- Disability
- Personal or home life



### **3. Recruitment**

#### **3.1. Advertising**

All jobs and positions will be advertised as widely as is reasonably practicable, to ensure that applicants come forward from a wide variety of backgrounds and walks of life. The Company will not restrict the advertising of any job or position to any publication, place or medium which would exclude or disproportionately reduce applications from any particular race, age, gender or religion. No job or position will be advertised in such a way, or with such requirements or prerequisites that it shall exclude or discourage applications from any particular gender or age group, or from persons of a particular marital status.

#### **3.2. Short-listing**

When short-listing applicants for interview, the Company will take into consideration only the applicant's qualifications, experience, and suitability for the role.

#### **3.3. Interview**

Interviewers will not ask questions which relate to any protected characteristic. Interviewers will ask all applicants the same set questions to ensure equal treatment as far as possible. Where an applicant identifies themselves as having a disability, the Company will make all necessary adjustments to accommodate them at interview.

#### **3.4. Selection**

Clear and consistent selection criteria should be used. Selection for employment should be based solely on merit and the ability of the individual to do the job.

### **4. Working environment**

The working environment, terms of service or rate of pay of any employee shall be determined solely with reference to their qualifications, experience, the job role undertaken, and the conditions enjoyed by other staff of the same grade. No protected characteristic shall be used as a pretext or motivation to treat an employee in any way differently from his colleagues.

### **5. Training**

All employees shall be entitled to training or career development opportunities in line with their colleagues at the same level, who undertake a substantially similar job role. No employee shall be denied training or career development opportunities for any reason relating to a protected characteristic.

### **6. Promotion**

The principles applicable to recruitment shall apply equally to promotion. Promotion shall be solely on the basis of competence, proven ability, length of service, experience and ability. No person shall be denied or offered promotion for any reason relating to a protected characteristic.



## 7. Grievances

Where any employee feels that they, or one of their colleagues has been treated in a way which breaches this policy, they shall be entitled to bring a formal complaint under the Company's grievance procedure.

A handwritten signature in black ink, appearing to read 'Dr Anne Woolridge', with a long horizontal flourish extending to the right.

Signed  
Dr Anne Woolridge, Chief Operating Officer

Date: 26<sup>th</sup> January 2023