

# UNIQUE

Employment Services Ltd

## **EQUAL OPPORTUNITIES & DIVERSITY POLICY**

Unique Employment Services aims to ensure that no job applicant or worker receives less favourable treatment on the grounds of race, colour, gender orientation, nationality, religion, ethnic or national origin, age, gender, gender reassignment or marital status, sexual orientation or disability. Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All workers will be given equal opportunity and access to training to enable them to progress both within and outside the organisation. Unique Employment Services is committed to a programme of action to make this policy effective and will bring it to the attention of all workers.

We are totally committed to the principle of equal opportunities and diversity and to creating a working environment in which you are treated with dignity and respect that is free from unlawful discrimination, victimisation or harassment on the grounds of:

- colour, race, nationality or ethnic origin;
- sex, marital status or gender reassignment;
- disability of any kind;
- religion;
- sexual orientation;
- age; and
- trade union or Staff Consultative Committee membership.

Our commitment applies to all aspects of employment including:

- recruitment and the advertisement of jobs;
- terms and conditions of employment;
- training, career development and progression;
- grievance and disciplinary procedures; and
- relationships between members of staff.

We take this policy very seriously. All workers have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals. Any worker found to be discriminating will face disciplinary proceedings. A breach of this policy is considered to be gross misconduct and disciplinary action, including dismissal for serious offences, will be taken against people who do not comply with it.

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