



## Equal Opportunity Policy

Document No	EOP1
Issue No	1
Date	26/10/2022
Page	1 of 3

**H W Wilson Limited has agreed the following statement of policy and principles affirming the company's commitment to equal opportunities for staff and any trainees.**

### 1. AIMS

H W Wilson Limited aims to create conditions whereby staff are selected and treated solely on the basis of their merits, abilities and potential, regardless of gender, colour, ethnic or national origin, disability, age, socio economic background, religious or political beliefs, family circumstances, sexual orientation or other distinction.

H W Wilson Limited treat employees equally based on their individual merits and abilities.

The Equal Opportunity Policy seeks to eradicate unfair and discriminatory practices wherever they occur and to encourage a diverse organisation to which all individuals may contribute as fully as possible. Staff are reminded of their obligation to ensure that the company's policy is followed in relation to all recruitment and selection for training and promotion.

In this respect information on how unlawful discrimination can occur is detailed in section 2 below.

### 2. THE LEGAL FRAMEWORK

2.1 The legislation on discrimination has three broad bases:

- (i) to eliminate discrimination by making it unlawful
- (ii) to enable employers to develop equal opportunities by taking positive action
- (iii) to provide a mechanism for individuals who have suffered discrimination to seek redress

2.2 The Equality Act (2010) makes it unlawful to discriminate on grounds of colour, sex, race, nationality – including citizenship – ethnic or national origins, age, marital status, or sexual orientation. Under this legislation it is unlawful for an employer to discriminate in recruitment (including the arrangements made for recruitment), promotion, training or transfer, terms and conditions of employment and dismissal.

Employers may also be liable for unlawful discriminatory acts carried out by their employees in the course of their employment, unless they can show that they took such steps as were reasonably practicable to prevent them from doing such acts.

2.3 Unlawful discrimination can take the following forms:

- (i) Direct Discrimination

This occurs when a person has been dealt with on grounds less favourably than others are or would be treated in the same circumstances i.e., when an individual is treated differently simply because of his/her sex, colour, race, nationality, ethnic or national origins, age, or other distinction.



## Equal Opportunity Policy

Document No	EOP1
Issue No	1
Date	26/10/2022
Page	2 of 3

### 2. THE LEGAL FRAMEWORK (Continued)

#### (ii) Indirect Discrimination

This occurs when a requirement or condition is applied which, whether intentionally or not, adversely affects women, men, those in particular groups, etc. considerably more than others and cannot be justified.

For example, certain types of technical qualifications may be demanded which few minority groups may possess, and which are not necessary for the job. 'Word of mouth' recruitment is another example of indirect discrimination.

Similarly, specifying a set number of years experience as an essential requirement for the job (without justification) could also be indirectly discriminatory.

#### (iii) Victimisation

This occurs when a person is treated less favourably than others **because** that person has done something by reference to the Equality Act such as bringing proceedings against an employer under the Act, being a witness in proceedings brought under the Act or complaining of discrimination against another person.

### 3. PRINCIPLES

Discrimination, direct or indirect, based on a person's gender; colour, ethnic or national origin, disability status, socio-economic background, family circumstance, sexual orientation, age or any other distinction is unacceptable. An Equal Opportunities Policy cannot succeed without the active support of all members of staff in the continuing development of the policy.

### 4. PERSONAL HARASSMENT

Personal harassment will not be condoned or tolerated by the company.

Any grievance concerning alleged discrimination or harassment should be referred to a Director of the company.

Any employee(s) found guilty of discrimination, harassment, verbal abuse, physical violence, and inciting others to discriminate will be disciplined or dismissed.

### 5. RECRUITMENT

Advertisement will not be confined to areas or publications which would exclude or reduce applicants of a particular group.

Recruitment will not be confined to agencies, schools, etc. which, because of their source, will promote only applications of a particular group. Recruitment will not solely be made through existing employees if these are predominantly of one group.

### 6. SELECTION/INTERVIEWS

Questions would only be asked about an applicant's domestic or personal circumstances if those circumstances could affect job performance. This should be done without making assumptions which are based on the sex of the applicant.

Questions, which could be construed as being discriminatory, should be avoided i.e., asking young female candidates about marriage or family planning arrangements. Questions relating to race should be avoided completely.



## Equal Opportunity Policy

Document No	EOP1
Issue No	1
Date	26/10/2022
Page	3 of 3

### 7. MONITORING

The company recognises the importance of evaluating the progress of its Equal Opportunities Policy, particularly in relation to recruitment.

The Directors have the responsibility for monitoring the progress of the policy and dealing with any grievances or matters arising from its implementation.

Copies of the Policy will be displayed at the company office and will be handed to all employees within the company. All new staff will receive a copy of the Policy which will form part of their Terms and Condition of Employment on recruitment.

For and on behalf of H  
W Wilson Limited

Peter Wiffen  
Managing Director

Signed:  .....

Date: 1<sup>st</sup> October 2022