

# Equal Opportunities and Diversity Policy

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## Policy Statement

CDS Recruitment Ltd is committed to eliminating discrimination and encourages diversity amongst the workforce so that each employee feels respected and able to give their best. CDS recognises and promotes the differences between all employees and values a wide range of skills, abilities and experiences. This policy goes live and comes into effect on October 2017.

The aim of this policy is to deliver equality and fairness in all our employment, business operations to coincide with the Equality Act 2010. CDS is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, physical and mental ability, experience and education. We believe that the wide collection of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

We dispute all forms of unlawful and unfair discrimination.

The purpose of the policy is too:

- Deliver equality, fairness and respect amongst all our employees whether part or full-time, are treated fairly and with respect. All employees will be encouraged to reach their full potential and to develop their talents will be utilised to maximised the efficiency of the company.
- Not unlawfully discriminate because of the protective characteristics in the Equality Act 2010 which include Disability, Marital Status, Nationality, Gender Reassignment, Pregnancy and Maternity, Race (including colour, nationality, and ethnic or national origin), Religion, Sex (gender) and Sexual Orientation.
- To avoid all forms of unlawful discrimination including pay and benefits, terms and conditions of employment, dealing with grievances and discipline procedures, dismissal, promotion, training and other developmental opportunities.

CDS are committed to:

- Encourage equality and diversity in the workplace, in form of best practice and makes business sense.

- Encourage and create a working environment free of issues such as bullying, harassment and unlawful discrimination. To promote dignity and respect for all employees and to recognise and value individual's differences and contributions. This commitment contains training managers and employees about their rights and responsibilities under the Equality Act 2010.

All employees should understand they can be held liable for acts of bullying, unlawful discrimination, victimisation in the course of their employment against fellow employees. Employees are responsible for promoting equal opportunities in employment.

- Take serious complaints of bullying, harassment and unlawful discrimination by fellow employees and any others in the course of the organisation's work activities. These acts will be dealt as misconduct under the organisation's grievance/disciplinary procedures and any appropriate action will be taken. Predominantly serious complaints can be dealt as a gross misconduct which will lead to dismissal without notice.
- Make training, developing and promotional opportunities available to all employees. They will be helped and encouraged to develop their full potential.
- Review employment practices and procedures when required to ensure fairness, also update them and the policy to take account of the changes in the law.
- Observe the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion and disability in encouraging equality and diversity. Also to meet the aims and commitments set out in the policy.
- Breach of this equal opportunities and diversity policy will be regarded as misconduct and could lead to disciplinary procedures.

Monitoring will also include assessing how the policy is working in practice. Also reviewing the policy annually, considering and taking action on any issues.

The equality policy is fully supported by the Head of CDS, Chris Sultman.

| <u>Signed</u> | <u>Name/Position</u>         | <u>Date</u>  | <u>Review Date</u> |
|---------------|------------------------------|--------------|--------------------|
|               | Chris Sultman<br>Head of CDS | October 2017 | October 2018       |

