Equal Opportunities Policy

The Company responds to considerations of equality of opportunity and strict compliance with the law and acknowledges that the efficiency of any organisation will clearly be improved if it seeks to develop the skills and abilities of all staff. We believe that all decisions about people at work should be based on the individual's aptitudes, abilities, skills, performance and behaviour, and our business requirements.

Discrimination on grounds of:

- race
- colour
- gender
- marital status
- age
- religion
- sexual orientation
- political beliefs
- ethnic origin
- disability
- nationality
- part time status

will not be tolerated under any circumstances. Discrimination, abuse, or failure to observe this Company policy and practice will result in disciplinary action being taken, including summary dismissal in serious cases. If you believe the Equal Opportunity Policy is not being followed, you should raise the matter immediately through the Grievance Procedure.

This Policy is approved by a Company Director and any breach of the policy will be investigated in accordance with the Company's Disciplinary procedure. Where the alleged breach is regarded as gross misconduct, this may result in summary dismissal.

RECRUITMENT

Our aim is to recruit the best candidate for the role.

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post
- Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of race, colour, gender, marital status, age, religion, sexual orientation, ethnic origin, disability, nationality or part time status
- All job descriptions and specifications for posts will include only the requirements that are necessary and justifiable for the effective performance of the job
- Recruitment literature will not imply a preference for one group of applications unless there is a genuine occupation requirement, which limits the post to this particular group, in which case this will be clearly stated
- All selection will be thorough, conducted against defined criteria and based solely on the applicant's suitability to the role based on their stated qualifications and experience
- Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Complaints from job applicants, who have not been successful at attaining the desired post, will be referred to a nominated Director who will investigate the matter.

Burgess Management Consultants Limited
Wellington Gate, 7-9 Church Road, Tunbridge Wells, Kent, TN1 1HT
01892 515169 enquiries@burgessgroup.co.uk

BURGESS

Equal Opportunities Policy

EMPLOYMENT

- All conditions of employment will be justified and job related
- All employees will be considered for recruitment, training and promotion solely on their merits for career development with equal opportunities for all
- All employees will be encouraged to discuss their career prospects and training needs with their Line Manager.

Employees should use the grievance procedure if they feel these rules are not being applied.

BULLYING AND HARRASSMENT

We will not tolerate the bullying or harassment of any individual whether, employee, client, customer, or visitor to our organisation. All allegations of bullying or harassment should be raised, promptly, and in writing, and will be investigated in accordance with the Company's Disciplinary and Grievance Procedure.

Bullying and harassment can take many forms, some quite visible but some which may also be covertly carried out.

Bullying can include:

- Shouting, offensive language, demeaning treatment/language
- Aggressive gesturing, intimidating body language
- Quiet threatening behaviour, perceived malicious treatment
- Humiliation, causing embarrassment, discomfiture, disrespectful treatment in front of others
- Setting someone up to fail
- Deliberately causing distress
- Continual personal criticism
- Setting unrealistic, unjustified targets for achievement
- Oppressive management styles

The above are just some examples of types of behaviour that constitute bullying.

BURGESS

Equal Opportunities Policy

Harassment may involve:

- Unwanted/unnecessary physical contact, standing over someone intruding on their personal space or physically touching them
- Words, written or spoken, as in affectionate sign off on notes or emails or by commenting on the physical appearance of a fellow employee
- Coercion or intrusion by pestering, whispering, sniggering, staring or spying
- Pictures; as in email “funnies”, calendars, posters, cards, etc which may offend or upset a fellow employee
- Isolation or non-cooperation, “Sending someone to Coventry”, not speaking; exclusion, non-communication, ignoring, taking deliberate steps to be uncooperative

Any behaviour like this will always be viewed extremely seriously, and a single serious incident can result in summary dismissal for gross misconduct.

Some forms of harassment may constitute a criminal offence.

The Company accepts its responsibility to ensure that the dignity of all staff is protected in their place of work and acknowledge that bullying and harassment can be difficult to define. The difficulty in defining or categorising harassment should not deter employees from complaining of such behaviours which cause them distress. Any complaints or concerns should be raised promptly through the Grievance Procedure. The Company will make every effort to provide a sympathetic and supportive approach to enable employees to discuss the problem.

Where an employee takes action as a result of bullying or harassment, that employee should not be victimised or subjected to any ill treatment, e.g. exclusion or oppressive supervision. All employees have the right to dignity at work and the Company positively endorses this right through this policy.

Company practices and policies relating to equal opportunities must be strictly adhered to by all employees.