#### **CWG logo**

#### **EQUAL OPPORTUNITIES POLICY**

**1.0 INTRODUCTION:**

Cumbria Waste Group is committed to developing, maintaining and supporting a policy of equal opportunities in employment. It aims to create the conditions in which employees are treated equitably regardless of age, race, colour, nationality, ethnic origin, religion, disability, sexual orientation, gender, marital or parental status, or any other criteria that cannot be shown to be properly justified.

The Company will seek to develop programmes and procedures that comply with current and future legislation, ensure that its values and purposes are maintained and enhanced by emphasising equality of opportunity while also sustaining and accepting diversity.

This policy applies to all employees and zero hour workers of Cumbria Waste Group encompassing all its subsidiaries, Cumbria Waste Management and Cumbria Waste Recycling, as well as agency workers, consultants and contractors.

**2.0 PURPOSE**

The overall purpose of this policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

The Company will seek to ensure that through its recruitment and selection procedures it provides equality in opportunities for employment so that the workforce reflects the diversity of the local area we operate in.

The Company is committed to achieving equality of opportunity for all employees in career development, training, promotion, working conditions and membership of organisations.

**3.0 RESPONSIBILITIES**

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The CEO has ultimate responsibility for the development and implementation of equal opportunities for employment. The following groups and postholders also hold responsibility for various aspects of Equal Opportunities Employment Policy.

The Head of HR is responsible for formulating, monitoring, evaluating and reviewing the Company’s Equal Opportunities Employment Policy and monitoring the working and recruitment procedures to ensure that the Company’s goal of equal opportunities is achieved.

Managers are responsible for implementing this policy in relation to employees within their team.

Each employee has a personal and legal responsibility to support the aims of this policy.

**4.0 ASSOCIATED DOCUMENTS**

Employee Handbook – Section 23 *Equal Opportunities.* This section states the Company’s commitment to equal opportunities for employment and refers staff to this Policy Document.

*Equal Opportunities Monitoring Form* - the Company asks all applicants to complete this form as part of the recruitment procedure. This is for statistical monitoring and reporting only and is removed from the application pack prior to the selection process.

**5.0 TRAINING & COMPETENCE**

It is the Company’s intention that all Supervisors and Managers who have responsibility for the recruitment, appraisal, development or promotion of employees receive relevant training and coaching in these areas.

The HR Team will regularly review how Supervisors and Managers carry out such procedures, to ensure that consistency of approach is maintained throughout the Company.

The HR Team will regularly monitor applicants, appointees and existing employees, with particular but not exclusive regard to recruitment and promotion, to provide relevant data to show how this Policy is being implemented.

**6.0 RECRUITMENT & SELECTION**

Good practice in recruitment and selection is at the core of achieving equal opportunities in employment. The Company has developed policies and procedures to ensure that decisions on appointments are made wholly on the grounds of the candidate’s abilities rather than on any other criteria that cannot be shown to be properly justified.

Only those employees having the required competence and in-house training are permitted to conduct or be involved in recruitment interviews.

**7.0 ADVANCEMENT & PROMOTION**

The Company is firmly committed to the principle that opportunities for advancement and promotion should be available equally to all employees. To this end it has developed policies and procedures, including monitoring, to ensure that the criteria used for advancement and promotion are fair and open and that decisions are made consistently in accordance with these criteria.

All employees involved in the selection for advancement and promotion, should receive equal opportunities training in order to help them reach unbiased judgements.

**8.0 CHANGES OF PERSONAL CIRCUMSTANCES DURING EMPLOYMENT**

The Company will discharge its statutory obligations to employees who wish to alter their working patterns. In addition to meeting these minimal statutory obligations, the Company will, so far as is reasonably practicable, adapt working patterns to meet changes in personal and domestic circumstances.

Requests will be dealt with in accordance with the Company Flexible Working Procedure.

**9.0 RELIGIOUS OR CULTURAL NEEDS**

The Company will make reasonable efforts to meet the particular needs of any individual arising from their religious or cultural obligations and not place unreasonable constraints upon such individuals.

The Company will have special regard to requests for the timing of annual leave and for special or extended leave or changes in normal hours of work to meet religious or cultural needs of employees.

**10.0 COMPLAINTS**

Employees who believe they have not been treated equitably in accordance with the Equal Opportunities Employment Policy may make their complaint either informally or by pursuing a formal complaint in accordance with the Company’s Grievance Procedure as outlined in the Employee Handbook (Section 22).

While it may be appropriate to deal with complaints informally, a breach of the Equal Opportunities Employment Policy, including victimising those who have recourse to these procedures, by any employee may be grounds for serious disciplinary action up to and including dismissal.

If a job applicant wishes to complain about the Company’s recruitment and selection procedures in general or his / her application for a specific post, he / she should write to the Head of HR who will arrange for the matter to be investigated and for the complainant to receive a written response. If the complaint is against the Head of HR, the complaint will be investigated by a Director.

Any action taken under the complaints procedure is without prejudice to any statutory right to complain to an Employment Tribunal or other statutory body.

So far as is reasonably practicable, the Company will protect employees or job applicants who make a complaint under these procedures from victimisation.

Any employee who is found, after investigation, to have raised a complaint which is misleading or malicious and in bad faith or have provided information falsely will be dealt with through the Company’s disciplinary procedure.

**11.0 REVIEW OF THE POLICY**

This procedure will be reviewed on a regular basis in the light of operating experience and/or changes in legislation.

This policy is non-contractual and the organisation may make changes to it from time to time.