

# Equal Opportunities Policy

1<sup>st</sup> January 2009

**Prepared by:**  
Graham Morgan  
Managing Director  
Spatial Consultants Ltd

Tel 07717 539412  
[gmorgan@spatialconsultants.com](mailto:gmorgan@spatialconsultants.com)



## Equal Opportunities Policy

We are opposed to all forms of unlawful and unfair discrimination. All employees of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on employment, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

It is our policy to provide equality of employment to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our equal opportunities policy will help employees to develop their full potential and the talents and resources of the employees will be utilised fully to maximise the effectiveness of the organisation.

Spatial Consultants Ltd. recognises that there is a statutory duty to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers and employees of the group alike.

Spatial Consultants Ltd. is committed to the principles and practice of Equality and Diversity. Spatial Consultants Ltd. values the diversity of the local population. We want our opportunities to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

### Equality commitments

We are committed to:

- promoting equality of opportunity for all persons
- promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of employment

This policy is fully supported by the company and was adopted on 1<sup>st</sup> January 2009.

### Implementation

The Managing Director has specific responsibility for the effective implementation of this policy. We expect all employees to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees by publishing it on our website for and made accessible to all existing, and potential employees
- Spatial Consultants Ltd. will endeavour through appropriate training to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for employment of the group
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of committee members
- Incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report at annual general meeting, notices and newsletters).
- Ensure that adequate resources are made available to fulfil the objectives of the policy

### Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

### Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from Eva Morgan (Business Manager). All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Complaints from members of the public will be dealt with under agreed procedures.

Signature of person responsible for policy:-



Graham Morgan

Managing Director

1<sup>st</sup> January 2009

Additional information on Equal Opportunities topics is available online at:

<http://www.aboutequalopportunities.co.uk/>

ACAS also provide a helpful booklet:

<http://www.acas.org.uk/index.aspx?articleid=818>