



EQUAL OPPORTUNITIES EMPLOYMENT POLICY

1. DOCUMENT INFORMATION

1.1. Purpose

The purpose of this document is to establish and communicate the Equal Opportunities Employment Policy of Otaga Ltd and the associated organisational responsibilities to ensure this policy is implemented.

1.2 Scope

This document covers the process of employment by Otaga Ltd.

1.3 Affects

This document affects all Otaga Ltd employees involved the employment process.

1.4 Revision History

Rev	Date	Remarks	Author	Approved
01	30.07.2009	First issue	DD	ROK
02	29.07.2011	Headers footers & document references	DD	ROK

1.5 Referenced / Related Company Standards

Policies

OQMS-POL-001 Health and Safety Policy

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1 INTRODUCTION

- 1.1 Otaga Ltd is committed to developing, maintaining and supporting a policy of equal opportunities in employment. It aims to create the conditions in which its staff are treated equitably regardless of age, race, colour, nationality, ethnic origin, creed, disability, staff category, sexual orientation, gender, marital or parental status, political belief or social or economic class, or any other criteria that cannot be shown to be properly justifiable.
- 1.2 We oppose all forms of unlawful and unfair discrimination.
- 1.3 Otaga Ltd will seek to develop practices 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.

2 AIMS

- 2.1 To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- 2.2 The Company recognise that every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 2.3 Through this Policy the Company will ensure that:
 - 2.3.1 All employees, whether part-time, full-time or temporary, will be treated fairly and with respect, and that
 - 2.3.2 No job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.
- 2.4 Otaga Ltd will seek to ensure that, through its recruitment and selection process, it provides equality in opportunities for employment so that the workforce reflects the diversity of the community we serve.
- 2.5 Otaga Ltd is committed to achieving equality of opportunity for all staff in career development, training and promotion.

3 RESPONSIBILITY

- 3.1 The Managing Director has ultimate responsibility for the development and implementation of equal opportunities policies for staff although day to day management of these arrangements is the responsibility of all Directors.
- 3.2 Each staff member has a personal and legal responsibility to support the aims of this Policy.
- 3.3 Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

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4 IMPLEMENTATION

- 4.1 Implementing equal opportunities for staff is a continuing process that needs to be kept under constant review. The process involves devising codes of practice; describing good practice within Otaga Ltd as well as the wider world of the industry; setting goals to ensure the momentum of implementation is maintained.
- 4.2 Otaga Ltd seeks to ensure that, so far as is reasonably practicable, staff and applicants for employment are informed of the Employment Policies. Attention will be drawn to this Policy at Induction courses for new staff.
- 4.3 Otaga Ltd will seek to provide appropriate Equal Opportunities training for all staff. Initially the focus of development programmes will be aimed at Directors who have a particular responsibility for implementing the Equal Opportunities Employment Policy.

5 RECRUITMENT AND SELECTION

- 5.1 Good practice in recruitment and selection is central to achieving equal opportunities in employment. Otaga Ltd strives 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 justifiable.
- 5.2 Only those staff who are fully aware of the company's policy regarding recruitment and selection are permitted to be involved in recruitment interviews and selection decision-making.

6 ADVANCEMENT, REGRADING AND PROMOTION

- 6.1 Otaga Ltd is firmly committed to the principle that opportunities for advancement, regrading and promotion should be available equally to all members of staff. To this end it has developed policies and procedures, including monitoring, to ensure that the criteria used for advancement, regrading and promotion are fair and open, and that decisions are made consistently in accordance with these criteria.
- 6.2 All staff involved in selection for advancement, regrading and promotion should receive equal opportunities awareness training in order to help them reach unbiased judgements.

7 CHANGES OF PERSONAL CIRCUMSTANCES DURING EMPLOYMENT

- 7.1 Otaga Ltd will discharge its statutory obligations to employees who wish to alter their working patterns after maternity leave, or as a result of becoming disabled. In addition to meeting these minimal statutory obligations Otaga Ltd will, so far as is reasonably practicable, adapt working patterns and regimes to meet changes in personal and domestic circumstances.

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8 RELIGIOUS OR CULTURAL NEEDS

- 8.1 Otaga Ltd 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.
- 8.2 Otaga Ltd will have special regard to requests for the timing of annual leave and for special or extended leave or for changes in normal hours of working to meet religious or cultural needs of members of ethnic minority groups and will give them sympathetic consideration.

9 COMPLAINTS

- 9.1 Staff 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 grievance by describing the incident in writing and bringing it to the attention of their line manager.
- 9.2 Line managers are responsible for dealing with complaints from staff under this policy. 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 a member of staff may be grounds for serious disciplinary action up to and including dismissal. Advice on what would be an appropriate remedy should be sought from the Managing Director or his external advisors Talma Day Associates Limited.
- 9.3 If a job applicant wishes to complain about Otaga Ltd's recruitment and selection procedures in general or his/her application for a specific post, she/he should write to the Managing Director who will arrange for the matter to be investigated and for the complainant to receive a written response, including a summary of any action taken, if any.
- 9.4 Any action taken under the complaints procedures is without prejudice to any statutory right to complain to an Employment Tribunal or to involve the Commission for Racial Equality, Equal Opportunities Commission, Disability Rights Commission or any other appropriate external body.
- 9.5 So far as is reasonably practicable, Otaga Ltd will protect staff or job applicants who make a complaint under these procedures from victimisation.

Signed _____

Director,
OTAGA LIMITED.

Dated _____

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