

Equal Opportunity Policy

A) Statement of Policy

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.



B) Recruitment and Selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.



6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) Training and Promotion

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) Discrimination

1. Direct discrimination is where a person is treated less favourably than others are or would be treated in the same or similar circumstances on the grounds of race, national or ethnic origin, nationality, colour, sex/gender, marital status, civil partner, sexual orientation, religion or belief, disability or age. Direct Discrimination is unlawful whether it is intentional or not.
2. Indirect discrimination is applying a requirement, condition, policy provision, criterion or practice which, although applied equally to all persons, is such that a substantial proportion of a particular group could not comply with it, which puts them at a disadvantage or is to their detriment and which cannot be shown to be justifiable in achieving a legitimate aim.
3. We will take all reasonable steps to ensure our employment arrangements are accessible to all. We will strive to improve the accessibility of employment arrangements or physical features of the workplace to meet the needs of staff and applicants with disabilities or other needs.
4. It is unlawful to victimise a person by treating them less-favourably for bringing or intending to bring a complaint of discrimination or for giving evidence in someone else's complaint.
5. YGC welcomes applications from all sections of the community. Criminal records will be taken into account for recruiting purposes only when the conviction is relevant to the role. Having convictions will not necessarily debar you employment. This will depend on the circumstance and background of the offence/s. All staff will be required to complete a Criminal Staff Self Declaration form and depending on the post will be asked to disclose unspent convictions only or all convictions, reprimands and warnings, if working on or visiting sites.

E) Harassment

1. Harassment is subjecting a person to unwanted conduct which has the purpose, intentionally or unintentionally, of violating dignity or which creates an intimidating, hostile, degrading, humiliating or offensive environment for them. The company will not tolerate harassment.

F) Bullying

1. Bullying is about the repeated intimidation of others by the real or threatened infliction of abuse whether physical, verbal, written, electronically transmitted, emotional or any other kind.
2. A repeated and constant stream of petty and unnecessary negative feedback will eventually result in the recipient believing the aspersions being thrust upon them.
3. Common bullying behaviour can include:
 - High levels of criticism levelled at persons who are competent in their role
 - Excluding persons from activities relating to work, i.e. meetings or critical information.

The company will not tolerate bullying.

G) Equal Pay Aims and Objectives

The Grounds Care Group is committed to the principle of equal pay for all its employees and to eliminating any gender bias in its pay systems. YGC understands that equal pay between men and women is a legal right under both domestic and European law.

Equal Pay Objectives:

- To eliminate any unfair, unjust or unlawful practices that impact on pay
- To address promptly and efficiently differences in pay between male and female staff at YGC.

H) Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
 - a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

I) Communication

This policy must be communicated widely and effectively throughout the workforce and to potential employees. It is the responsibility of management at all levels to ensure that such communication takes place and that the policy is adhered to.

Date: 01/06//15

Signature: Adam Brindle

Position: MD

Review Date: 01/06/16