



DMG DELTA
EQUAL OPPORTUNITIES
POLICY

22 January 2011

It is DMG Delta's policy not to discriminate against its workers as set out below. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. DMG Delta shall, at all times, strive to work within legislative requirements as well as promoting best practice. DMG Delta is committed to making this policy effective and to bring it to the attention of all workers. This policy is for guidance only and shall be provided to all workers, but does not form part of your contract of employment.

Equal Opportunities Statement

DMG Delta opposes all forms of discrimination and will not unlawfully discriminate against its workers on the grounds of colour, race, gender, any gender reassignment, nationality, ethnic or national origin, marital status, disability, sexual orientation, age, religion or belief, pregnancy or trade union membership, the fact that they are a part time worker or a fixed term employee or because they are living with HIV/AIDS or have a previous criminal conviction which is legally 'spent' in respect of employment and service provision, unless an objective and/or lawful reason(s) prevails.

DMG Delta seeks to fulfil this commitment to equal opportunities through the application of policies and procedures which are consistent and equitable and which recognise the expertise and ability of each individual.

There will be a regular review of the application of this policy by DMG Delta.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

DMG Delta will monitor this policy and progress in achieving its objectives to ensure that no individual or group is put at a disadvantage either directly or indirectly by applying conditions or requirements which cannot be shown to be justified. Where barriers to equal opportunities are identified, any necessary changes will be made to this policy.

DMG Delta is committed to providing relevant training for staff on their responsibilities and duties under this policy.

Who does this policy apply to?

This policy applies to DMG Delta employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at DMG Delta (collectively workers).

What responsibility do workers have in relation to this policy?

- (a) To adhere to the principles and responsibilities of the Equal Opportunities Policy and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff, whether junior or senior to them.
- (b) To report any genuine suspected discriminatory actions.
- (c) Not to harass or intimidate other employees or people using DMG Delta's services because of their gender, or gender reassignment, race, sexuality, disability, age, religion or belief, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee or because they are living with HIV/AIDS.
- (d) To promote equality of opportunity and avoid unlawful discrimination.
- (e) Not to unlawfully discriminate, for example when taking decisions on recruitment, selection, promotion or transfers, and providing services.
- (f) Not to help others to discriminate unlawfully.
- (g) Not to victimise people because they have made complaints or provided information on harassment or discrimination concerns.
- (h) To seek guidance where a worker is in doubt about the legality of procedures or actions.

In some circumstances DMG Delta may be at risk of being held responsible for acts of individual members of staff and therefore shall not tolerate any discriminator practices or behaviour.

What is "discrimination"?

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in our Equal Opportunities Statement. For example, rejecting an applicant of

one race because it is considered they would not “fit in” on the grounds of their race could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment.

Who is responsible for implementation of the Policy?

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of DMG Delta with regard to equal opportunities. To facilitate this process, managers shall be given training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact your line manager to request training or an information pack.

What are the aims, scope and purpose of the policy?

DMG Delta’s overall objective is fair and equal opportunity in all aspects of employment. We require all employment management decisions, e.g. recruitment, selection, training, discipline, grievance and promotion, to be based solely on the requirements of the job and the service provided.

DMG Delta will not unlawfully discriminate on grounds of gender, sexual orientation, marital status, gender reassignment, race, religion or belief, colour, nationality, age, pregnancy, trade union membership, or part-time or fixed-term status.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay, to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

(a) Recruitment and Selection

DMG Delta aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in our Equal Opportunities Statement. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

To ensure that this policy is operating effectively with respect to recruitment and selection, we monitor applicants' racial origins, gender, disability, sexual orientation and religion and age as part of the recruitment procedure. We also maintain records of this data [in an anonymised format solely] for the purposes stated in this policy. Ongoing monitoring and regular analysis of the data provide the basis for taking appropriate positive steps to eliminate unlawful direct and indirect discrimination and implement this policy.

(b) Staff Training and Promotion and Conditions of Service

Staff training needs shall be identified through regular staff appraisals. All workers will be given an equal opportunity and access to training to enable them to progress within the organisation. All promotion decisions shall be made on the basis of merit.

The composition and movement of workers at different levels shall be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them. This includes pay, bonus criteria, policies and all benefits offered, such as [private medical insurance, permanent health insurance (PHI) insurance and gym membership.]

(c) Disability Discrimination

If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise

your line manager of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. Your line manager may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

(d) Fixed-Term Employees

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress within DMB Delta to ensure that they are accessing permanent vacancies.

(e) Part-Time Workers

We will monitor the conditions of service of part-time employees and their progression within DMG Delta to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately.

(f) Termination of Employment

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

What procedure should employees follow in reporting a breach or potential breach of the Equal Opportunities Policy?

If you believe that you or any other worker may have been disadvantaged on any of the unlawful grounds listed in the Equal Opportunities Statement, you are encouraged to raise the matter through the Company's grievance procedure. If you believe that you or any other worker may have been harassed on any of the unlawful grounds listed in the Equal Opportunities Statement, you are encouraged to raise the matter through your line

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manager. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We will always take a strict approach to serious breaches of this policy.