

EQUAL OPPORTUNITIES POLICY

1. Statement of policy & purpose of policy

1.1 Jointline Limited is committed to equal opportunities for all staff and applicants.

1.2 It is our policy that all employment decisions are based on merit and the legitimate business needs of the organisation. We do not discriminate on the grounds of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the Laws of England and Wales.

1.3 Our intention is to enable all our staff to work in an environment which allows them to fulfill their potential without fear of discrimination or harassment. Our commitment to equal opportunities extends to all aspects of the working relationship including:

- Recruitment and selection procedures.
- Terms of employment including pay and benefits.
- Training, career development and promotion.
- Work practices, conduct issues, allocation of tasks, discipline and grievances.
- Work-related social events.
- Termination of employment and matters after termination, including references.

2. Responsibility

2.1 Achieving an equal opportunities workplace is a collective task shared by all Employees of the Jointline Group irrespective of seniority or working hours.

2.2 The Jointline Group board of Directors has overall responsibility for this policy and for equal opportunities and discrimination law compliance in the workplace and Stuart Theabould has been appointed with day to day operational responsibility for these matters.

2.3 All staff have personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff, visitors, clients, customers, suppliers and former staff members. In addition, staff who take part in management, recruitment, selection, promotion, training and other aspects of career development have special responsibility for leading by example and ensuring compliance.

2.4 Our policy is related but not limited to:

- recruitment and selection
- appointments
- promotion
- transfer
- leave of absence
- termination
- rates of pay
- training
- use of facilities

3. Recruitment

3.1 Managers involved in recruitment must:

- Specify only recruitment criteria that are relevant to the job, reflect genuine business needs and are proportionate. More than one person should be involved in short-listing of applicants wherever practicable.
- Ensure that vacancies are advertised to a diverse audience and try to avoid informal recruitment methods that exclude fair competition.
- Review job advertisements carefully to ensure that stereotyping is avoided and that particular groups are not unjustifiably discouraged from applying.
- Not ask applicants about health or disability before a job offer is made.
- Not ask candidates about current or future pregnancy, childcare or related matters.
- Not make assumptions about immigration status based on appearance, accent or apparent nationality.
- So far as reasonably practicable, keep a written record of their reasons for relevant decisions.

4. Non-Compliance

4.1 Any employee who fails to comply with this policy in whole or in part will be subject to disciplinary action up to and including dismissal for gross misconduct. Disciplinary procedure is set out in our Employee Handbook. You can contribute to full compliance by:

- not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties,
- not inducing or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to a Director of the Company.

4.2 If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.

5. Review of this policy

5.1 The board of Directors of the Jointline Group will keep this policy under review.

5.2 Jointline encourage staff to comment on this policy and suggest ways in which it might be improved by contacting Rob Derry.

Authorised by:	Pete Charters
Position:	Finance Director
Date:	28th July 2020
Issue:	5