

## EQUAL OPPORTUNITIES AND RACE RELATIONS POLICY

The company is committed to providing equality of opportunity to potential, new and existing staff and does not discriminate on grounds of race, sex, religion, sexual orientation, age, colour, ethnic or national origins.

It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications. We will appoint, train, develop and promote on the basis of merit and ability alone.

Employees must not harass or intimidate other employees on the grounds of race or sex, disability or sexual orientation. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure.

Employees must not victimise or harass any employee who has made allegations or complaints of sex or racial discrimination, or discrimination on the grounds of disability or sexual orientation. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure. Employees should draw the attention of their immediate superior to suspected discriminatory acts or practices.

All new staff are required to provide proof of nationality and/or proof of eligibility to work in the UK.

Allen Pyke Associates are aware of the requirements of the Disability Discrimination Act with regard to employment and appropriate measures are in place to address these requirements.

### **Recruitment**

All job applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria, and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate solely to the requirements of the job. If it is necessary to assess whether personal circumstances will affect the performance of the job, this will be discussed objectively, without detailed questions based on assumptions about race, sex, religion, national origin, sexual orientation, disability, marital status, children and domestic obligations.

### **Promotion and Training**

We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all staff in order to familiarise them with this opportunities policy, and in order to help them identify discriminatory acts or practices.

All persons responsible for selecting new employees and employees for training will be instructed not to discriminate on gender or racial grounds and on the grounds of the employee's disability or sexual orientation.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider all favourable candidates of all races, both sexes, and all classes of disability, with different career patterns and general experience.

### **Terms of employment, etc.**

All terms of employment, benefits, etc will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on disability or sexual orientation.