

EQUAL OPPORTUNITIES POLICY

Introduction

The Company is fully committed to this Equal Opportunities policy because:

*it is essential that legal obligations are fulfilled

*the company and its staff are uniquely placed in a position to influence careers choice and destinations, and this brings ethical responsibilities

*good practice in relation to Equal Opportunities will benefit individuals, the company and the whole community in maximising the potential of clients and of employees.

Policy Statement

In the provision of services and in the employment of staff, Calderdale and Kirklees Careers is committed to ensuring equality of opportunity and fair treatment for all.

Equal Opportunities Statement

The following statement will be included as appropriate in Company publications or recruitment advertisements: "Extending Opportunity and Equality of Opportunity".

Policy Objectives

Calderdale and Kirklees Careers will deliver the policy by:

- (i) Ensuring that no client, customer or employee receives less favourable treatment on grounds of race, gender, disability, age, marital status, sexual orientation, culture, religious or political beliefs, trade union activity, or social background.
- (ii) Actively assisting disadvantaged groups to benefit from its services.
- (iii) Adopting a positive approach to removing discrimination and stereotyping in employment, training and education.
- (iv) Collecting, reviewing and evaluating records of gender, racial/ethnic origins, and disabilities of those seeking employment with and services from the company.
- (v) Identifying the needs of disadvantaged groups, communities, and individuals in relation to services to inform the planning of appropriate provision.
- (vi) Being mindful of equal opportunities when awarding contracts to other companies and when working with other agencies.
- (vii) Ensuring that all staff are made fully aware of their responsibilities and receive appropriate training in relation to the promotion and implementation of this policy.
- (viii) Formulating, reviewing, evaluating and maintaining an Equal Opportunities implementation plan.
- (ix) Reviewing and evaluating the implementation of the policy at Executive Team on a quarterly basis, and at the Board of Directors annually.

Responsibility

*Ultimately the Chief Executive is responsible for ensuring that the Equal Opportunities policy operates effectively.

*The HRD Manager has designated responsibility for co-ordinating the Company's policy and practice, reporting to the Chief Executive and to the Executive Team, and co-ordinating the handling of discrimination cases.

*Senior managers and line managers have delegated responsibility for ensuring that the policy operates effectively in their areas of operation and for providing the first line of management advice and support to staff.

All staff are charged with working to the policy in respect of the procedures to meet legal obligations and following the spirit of the policy and its ethical obligations.