

South East Wales Rivers Trust

EQUAL OPPORTUNITIES POLICY

1 Introduction

There is a significant body of legislation obliging the Trust to comply with the provision of equal opportunity in employment. However, the Trust believes that it should conduct all its activities in the spirit of equality.

2 Policy

2.1 The Trust is an equal opportunities employer.

2.2 It is the Trust's policy to treat all employees and job applicants fairly and equally of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, or disability. Furthermore the Trust will ensure that no requirement or condition will be imposed without justification that could disadvantage individuals on any of the above grounds.

2.3 The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, and every other aspect of employment.

2.4 The Trust will ensure that individuals are selected, promoted or otherwise treated according to their relevant individual abilities and merits.

2.5 The Trust is committed to the implementation of this policy and will continually review its procedures to ensure that the policy is effective.

2.6 All employees are expected to comply with the policy and to act in accordance with its objectives. Any perceived act of discrimination should be raised through the grievance procedure. Any wilful failure to comply with the terms of the policy will result in disciplinary action.

3 Practical Steps to Implement the Policy

In order not to treat any employee less favourably than another, the Trust will ensure that:

3.1 Advertising and recruitment are not confined unjustifiably to publications, agencies, job centres, etc., which, because of their particular source of applicants, provide only or mainly applicants from one particular group.

3.2 Personal development, promotion and training opportunities are made available to all eligible employees and the application procedures are made known openly.

3.3 Selection criteria for appointment, transfer, promotion and training are strictly related to the job or training opportunity and are consistently applied.

3.4 Employees and job applicants are assessed according to their abilities, not on any stereotype or assumption about disability.

3.5 Wherever possible, any person who becomes disabled during his/her employment is retained in employment.

3.6 Employment terms, particularly pay and benefits, facilities and services are afforded equally to all employees in the same or similar circumstances. Additionally, there is a presumption of flexible working arrangements, which can accommodate family circumstances, unless the job specifically dictates otherwise.

3.7 Complaints of discrimination, victimisation or harassment will be taken seriously, investigated thoroughly, and will not result in the complainant receiving less favourable treatment than other employees in a similar situation. Concerns regarding the above are free to be raised at staff meetings and appraisals.

3.8 Clearly defined disciplinary, grievance and capability procedures exist to promote fair and equitable treatment.

4 Responsibility for Equal Opportunities

A Director has overall executive responsibility for ensuring that the policy is applied consistently, with close co-operation from senior executives.

All employees at all levels are expected to set an example of good practice and behaviour, and to ensure that any employees who report to them act in accordance with the policy.

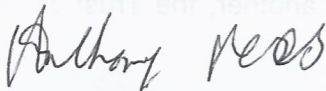
All employees have a responsibility for upholding and promoting the policy.

5 Training

The Trust Secretary will arrange appropriate training and guidance regarding the equal opportunity policy for employees who have responsibility for short listing and interviewing for selection, for deciding on and implementing pay and conditions of employment, and for investigating and hearing capability, disciplinary or grievance issues.

Signed:

Director: Anthony Rees MBE:



Director: Jonathan D Taylor:

