



## Equal Opportunities Policy

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PERSES operates an equal opportunities policy, meaning that all employees are selected and treated on the basis of individual merit and will not be discriminated against in any way on the grounds of: Sex; Marital or Parental status; Physical Handicap; Colour; Race, Ethnic origin or nationality; any other reason than the ability to do their work.

None of our clients, Public, suppliers, candidates or trainees will receive less favourable treatment on the grounds of gender, ethnicity, disability, sexual orientation, religion or age, or be disadvantaged by any other condition or requirement that is not relevant to the relationship or transaction in question. The effectiveness of our company will only be improved by valuing diversity through promoting equality and inclusion. PERSES will endeavour to adhere to procedures specified within City & Guilds document 'Access to Assessment' in respect of specific individual disabilities.

This Equal Opportunities Policy complies with all relevant legislation (including the Equality Act 2010 and the Disability Discrimination Act 2005). This means PERSES's policy ensures people's differences will be accepted; it also prevents a minority group from being given an unfair advantage.

### **Sex Discrimination Policy Statement**

PERSES is committed to developing an environment that is inclusive, fair, open and welcoming of individuals irrespective of their sexual orientation or gender, and it values the principles of equality and diversity and respect for individual differences.

In addition, PERSES recognises that many individuals and communities experience unlawful and unfair discrimination and oppression on the grounds of their sex, sexual orientation, and gender. We consider such discrimination unacceptable and will not tolerate it in any form.

PERSES is aware of the existence of homophobia and heterosexist assumptions in society, and aims to create an environment in which all staff whatever their sexuality, feel equally welcome and valued, where staff experience fairness and equity of treatment, and are treated with dignity and respect.

### **Disability Policy**

#### **Objectives**

- To provide equal opportunities for disabled persons in recruitment, promotion, and training;
- To ensure that all staff are aware of the PERSES's policy on the employment of disabled persons;
- To ensure that where possible disabled persons are provided with equipment and facilities to enable them to carry out their duties
- To provide a safe working environment for disabled staff;
- To ensure that the special needs of disabled staff, arising directly or indirectly because of their work, are met.

#### **Recruitment**

Every vacancy will be open to suitably qualified disabled persons subject to safety considerations.

All vacancies will be notified to the local Disability Employment Advisor in the Jobcentre connected with people with disabilities, and will contain a statement that suitably qualified persons will be considered.

#### **Duties and working conditions**

The duties and responsibilities of disabled employees will be reviewed periodically in the light of any changes in their condition.

#### **Training**

Disabled employees will be given full and fair consideration for inclusion in training programmes.

#### **Rehabilitation**

If a disabled employee is unable to continue carrying out existing duties every effort will be made to find suitable alternative employment within PERSES with re-training being provided if necessary? (This would automatically apply to other Company employees who become disabled.)

(The services of a Disability Employment Adviser will be sought to help disabled employees)

## **Race Relations Policy Statement**

It is the policy of PERSES not to discriminate against any person on grounds of their colour, race, nationality or ethnic origin. This applies not only to employees, but to job applicants, customers, and suppliers of the public.

PERSES requires all its employees to treat all people with appropriate courtesy and respect, regardless of their colour, race, nationality or ethnic origins.

Any person who suffers or believes that they have suffered unlawful discrimination is to report this to their immediate superior or other member of PERSES's management and ask that the matter to be dealt with. If it is not resolved to their satisfaction they may take the matter up through the PERSES's grievance procedure and ultimately with the Director if the problem persists.

All personnel are hereby instructed that unlawful discrimination in contravention of the above policy will not be tolerated and will be dealt with as a disciplinary issue. This includes anyone who becomes aware of discrimination is taking place but does not report it to their immediate superior or an appropriate member of management.

It is illegal (i.e. a criminal offence) to incite racial hatred and any employee who does so or participates in or condones any such action, will be subject to disciplinary action.

This policy applies to employees not only whilst at work but also in their own work activities, insofar as these relate to employees, customers or suppliers of PERSES or as regards and effect on employees' relationships in the workplace or PERSES's public relations.

On behalf of PERSES

Signed:



Mr Stephen McCann – Managing Director

Date: 27<sup>th</sup> of January 2025