

### **Policy Statement**

We are an equal opportunity employer and are committed to a policy of treating all our employees and job applicants equally.

It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, race, religion, colour, sex, national origin, disability, or sexual orientation.

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 age, race or sex, 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 Manager to suspected discriminatory acts or practices.

Employees must not victimise or harass any employee who has made allegations or complaints of age, 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 the disciplinary procedure.

### **Recruitment and selection**

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 age, race, sex, religious belief, national origin, sexual orientation, gender reassignment, disability, marital status, children and domestic obligations.

### **Personal Development**

McTaggart Group is committed to encouraging all staff to make full use of their skills and talents and to helping staff progress and reach their full potential through personal and career development.

Everyone will have equal access to any course which is appropriate to an individual's current job or development within the Company.

### **Promotion, Transfer and Training**

We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all Department Heads in order to familiarise them with our policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible.

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

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When a group of workers predominately of one race, sex, or type of disability, is excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful, indirect discrimination.

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

### **Monitoring**

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy.

Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Last review date: March 2020

Signed:

A handwritten signature in blue ink, appearing to read "Anne Cameron".