



EQUAL OPPORTUNITIES POLICY

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AMENDMENT HISTORY

| Issue | Date | Author | Description of Change |
|--------------|-------------|---------------------|------------------------------|
| 1.0 | 17/10/14 | S Margison | First Issue |
| 1.1 | 23/11/15 | E.Williams-Margison | Review & Update |
| 1.2 | 12/12/16 | E Williams-Margison | Review & Update |

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1 INTRODUCTION

1.1 Purpose

This document defines the Equal Opportunities Policy adopted by Semester: Learning & Development Ltd.

1.2 Scope

The Equal Opportunities Policy is applicable to all employees and associates of Semester: Learning & Development Ltd.

1.3 Review

The document will be reviewed annually from the date of first issue.

1.4 Definitions

1.5 Related Documents

Semester: Learning & Development Ltd Recruitment of Ex-Offenders Policy
Semester: Learning & Development Ltd Employee Handbook

1.6 Stakeholders

The people mentioned in Table 1 are process stakeholders. Stakeholders are responsible for ensuring that their respective teams buy into the process.

| Name | Role | |
|----------------|----------|---|
| Scott Margison | Director | Business Sponsor - Semester: Learning & Development Ltd |

Table 1 – Stakeholders

2 EQUAL OPPORTUNITIES POLICY

2.1 Policy Statement

The aim of the policy is to ensure no job applicant, employee, worker or learner is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees, all applicants for employment, and learners.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee, worker or learner feels under threat or intimidated.

2.2 Recruitment and Selection

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

2.3 Training and Promotion

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy.

2.4 Monitoring

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

Monitoring may involve:-

- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

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.