

Equal Opportunity in Employment Policy & Procedure

The Richard Irvin Service group is committed to providing equal opportunities to all employees and job applicants.

It is the Richard Irvin Service group's policy to recruit, employ and promote our employees on the basis of their ability to perform the duties required of them. To this end, we aim to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, disability, marital status, creed, colour, race, nationality, ethnic/national origins, religion or belief, sexual orientation or age or is disadvantaged by any provision, criterion or practice being placed upon them which cannot be objectively justified. Richard Irvin Service group will not treat an employee or job applicant less favourably for a reason relating to their disability or age or part-time or fixed-term status unless this can be justified on objective grounds. All allegations of discrimination, harassment or victimisation including the use of suggestive or abusive language/behaviour will be investigated and any employee against whom such an allegation is proved will be subject to the Richard Irvin Service group's disciplinary procedure.

There must be no unlawful discrimination, direct or indirect, against any person whether in recruitment, selection, training, promotion or in any other aspect of employment. Unlawful discrimination may be either direct or indirect and these are broadly defined below. Harassment or victimisation in any form at work is also a form of unlawful discrimination and will be treated as such under the terms of this policy.

- **Direct Discrimination**

consists of treating a person on grounds of their sex, marital status, race, disability, sexual orientation, colour, religion or belief, nationality, ethnic/national origins or age less favourably than others are/would be treated in the same or similar circumstances.

- **Indirect Discrimination**

occurs where formal or informal selection criteria, policies, procedures, employment rules or any other practices have the effect of disadvantaging people of a particular sex, marital status, race, disability, sexual orientation, colour, religion or belief, nationality, ethnic/national origins or age, which cannot be justified on objective grounds.

- **Victimisation**

Occurs when a person is treated less favourably because he or she has taken or intends to take action to assert the rights conferred by anti-discrimination legislation or because he or she has assisted someone else with their complaint.

- **Harassment**

occurs where a person is subject to unwanted conduct (whether physical, verbal or non-verbal) based on their personal characteristics or membership of a particular group which has the purpose or effect of violating that person's dignity, or creating and intimidating, hostile, degrading, humiliating or offensive environment for that person. This will include harassment that is sexual in nature; and harassment on the

grounds of a person's sex, which is not sexual in nature. Harassment is always unlawful and cannot be justified in any circumstances.

Richard Irvin Service group recognises its legal and social responsibilities and its policy is to follow procedures to ensure that equal opportunities are being practised which are consistent with the relevant Legislation and Codes of Practice.

All staff concerned with recruitment, promotions, transfers, training and dismissal should note the following instructions.

In respect of recruitment, training, career development and promotion, procedures will be followed to ensure that equal opportunity is achieved. Staff at all levels share responsibility for the effectiveness of the policy, but a particular responsibility rests with managers and staff in supervisory positions.

It is unlawful to publish or place for publication an advertisement or notice which indicates, or might reasonably be taken to indicate, an intention to unlawfully discriminate against any applicant. Job advertisements should always contain the phrase "we are an equal opportunity employer". It is similarly unlawful to apply pressure or instruct employment agencies, to unlawfully discriminate - for example by suggesting that certain groups will or will not be preferred.

It is also unlawful to discriminate in the arrangements made for recruitment/selection and in the ways of affording access to opportunities for promotion, transfer or training. Selection criteria should be related to job requirements and not discriminatory. (An example of a potentially discriminatory selection criterion would be to demand a standard of English higher than that needed for the safe and effective performance of the job). Staff responsible for recruiting, interviewing and selecting candidates, should:

- use recruitment methods which do not discriminate e.g. advertisements in appropriate publications, use of job centres, etc,
- use non-discriminatory selection criteria,
- apply the criteria consistently,
- avoid possible misunderstandings during interviews between persons of different cultural backgrounds,
- Try to avoid being the only person involved in the selection process wherever possible.

In selecting employees for transfers to other jobs, management should apply selection criteria, which should not be discriminatory, and employees should not suffer direct/indirect discrimination in respect of selection for training.

Managers must exercise the strictest care not to unlawfully discriminate when contemplating dismissal. Similarly the selection criteria adopted for redundancy situations should not be discriminatory.



Any employee who believes that he or she is being treated in any way contrary to this policy should raise the issue with their Manager/Supervisor. If the employee feels that it is inappropriate to approach their Manager/Supervisor, he or she may contact another member of the management or one of the Directors of the Richard Irvin Services Group. Every effort will be made to secure a satisfactory resolution either through informal means or formerly through the Richard Irvin Service group's Grievance Procedure.

The Richard Irvin Services Group reserves the right to modify or adapt this procedure within its discretion.

Signed:

A handwritten signature in black ink that reads "J. Murdoch". The signature is written in a cursive, flowing style.

Chief Executive J. Murdoch Date: March 20 2009