



EMPLOYMENT ZONE Policy Statement – Equal Opportunities

1. Introduction

We want to recognise everybody’s worth and ensure equality across all areas. We want to respect others, and be a sensitive and understanding employer. We want to do this because we think that when people can be themselves they perform better and it helps us to better reflect the community which we serve.

To help us achieve this, we commit to:

- Eliminating discrimination, harassment and victimisation.
- Advancing equality of opportunity and improving the diversity of our workforce.
- Raising employees’ awareness of equality and diversity and the inclusivity of our organisation.

This policy is in accordance with the Equality Act 2010.

2. Our commitment to equalities

We will provide equal opportunities in all areas of employment and will not discriminate on the grounds of:

• Age.	• Race.	• Sexual orientation.
• Disability.	• Pregnancy and maternity	• Social background.
• Marriage & civil Partnership	• Religion or belief.	
• Gender reassignment.	• Sex.	

We are recognised by the Age Positive campaign as an ‘Age Positive Employer Champion’, with employment policies and practices that demonstrate our commitment to age diversity.

We are also a Carer Positive accredited employer and are committed to providing support to employees with caring responsibilities, with a range of policies in place to help employees balance work and family life.

3. Recruitment

We are committed to ensuring that no discrimination occurs during the recruitment and selection process. As part of the Disability Confident Scheme, developed by Job Centre Plus, all applicants who tell us that they have a disability and who meet the minimum (essential) criteria for the job will be interviewed.



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4. Training

All employees will have equal access to appropriate training and development opportunities. Employees with responsibility for recruitment and selection will be provided with relevant training and guidance while induction and other relevant courses will include reference to our policy on equal opportunities.

5. Complaints

If any employee considers that they have been unfairly treated or discriminated against under the terms of this policy, they can make a complaint which will be dealt with in accordance with the agreed procedures.

6. Workforce diversity information

Understanding the make-up of our workforce is important to us. We ask applicants and employees to tell us about their gender, ethnicity, whether they have a disability and what it is, their sexual orientation and their religion or belief. Giving us this information is voluntary and entirely confidential.

This information helps us to understand the diversity profile of people who apply to and who work with us. It helps us to take action to recognise everyone's worth, support people where necessary and create an environment of mutual respect where people are comfortable to be themselves at work. This information also helps us to understand how our workforce reflects the people of Glasgow who we serve.

7. Implementation

While the Executive Director of Corporate Services will be responsible for developing, advising, implementing, monitoring and reviewing the operation of this policy, it is the responsibility of every manager, supervisor and employee to ensure that the terms of the policy are observed.

8. Monitoring/review

All aspects of this policy will be monitored and subject to review. Positive action measures may be considered where particular groups are underrepresented.

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