

Development Co-operative Limited

10 East Reach, Taunton, Somerset TA1 3EW Tel: 0300 456 2265 info@development.coop

Registered as a co-operative society with the FCA number 32418R

DC Equal Opportunities Policy

1. Introduction

We aim to be an equal opportunity employer and contractor, providing our services in a non-discriminatory way.

This policy covers all aspects of employment and sub-contracting to members or external associates, from opportunity advertising, selection recruitment and training to conditions of service and reasons for termination of employment. It is intended to prevent discrimination on the basis of racial or ethnic origin, gender, sexuality, disability, age or religion.

This policy also seeks to ensure that the society's services are provided in a non-discriminatory way, and that the society's customer base is representative of the market sector in which it operates.

To ensure that this policy is operating effectively (and for no other purpose) the society maintains appropriate records.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The society's long term aim is that the composition of our membership and customer base should reflect that of the community. The society's Equal Opportunities Policy, and the measures to implement it, have been devised on the basis of best practice guidelines from the relevant bodies.

2. Opportunity advertising

All opportunities will be advertised simultaneously to all members.

Where opportunities are marketed to external associates, steps will be taken to ensure that knowledge of opportunities reaches underrepresented groups.

All vacancy advertisements for paid employment will include an appropriate short statement on equal opportunity.

3. Recruitment and Selection

Selection criteria for both contracts and employment will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the work.

At all times, more than one person will be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Reasons for selection and rejection of applicants for opportunities must be recorded.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

4. Personnel Records

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' racial or ethnic origin, gender, sexuality, disability, age or religion. Such information is collected entirely on a voluntary basis

at the discretion of the employee.

Where necessary, employees will be able to check/correct their own record of these details.

Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly, and appropriate follow-up action taken.

5. General

The objectives of this Policy are to:-

- Ensure that the society/etc has access to the widest labour market and secures the best employees for its needs.
- Ensure that no member, applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the society/etc and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- Ensure the society is able to address the needs of all its customers and potential customers.
- The cooperation of all members is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the society. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

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