



## Equal Opportunities

### Overview

The Green Team (Edinburgh and Lothians) Ltd recognises the value of equal opportunities in employment for both existing and prospective employees and opposes all forms of unlawful or unfair discrimination. The Green Team undertakes to apply employment procedures and practice in such a way as to minimise the possibility of discrimination and to develop the means of combating it wherever it arises.

The Green Team will promote equal access to employment opportunities by ensuring contact with the widest employment market.

Employment practices will be operated based on the merits and abilities of individuals and decisions regarding recruitment, selection, training, promotion and career development will be based solely on objective, job-related criteria which are consistent with the Green Team's equal employment opportunities commitment.

This policy sets out the framework for the provision of equal opportunities and the elimination of unfair or unlawful discrimination.

### Statement of Policy

The aim of this policy is to communicate the commitment of the Board of Directors of The Green Team (Edinburgh and Lothians) Ltd to the promotion of equality of opportunity within the organisation.

It is our aim to provide employment equality to all. In particular, the organisation is committed to promoting equal treatment irrespective of all forms of discrimination: sex, marital status, sexual orientation, pregnancy or maternity, racial or ethnic origin (which includes colour, race, nationality and national or ethnic origin), gender identity, religion or belief, age or disability.

We are opposed to all forms of unfair and unlawful discrimination. All full time and part time employees and job applicants (actual or potential) will be treated fairly and election for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the work place is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- preventing direct or indirect discrimination or victimisation;
- promoting equal opportunities for all;
- promoting a good and harmonious working environment where all staff are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated;
- fulfilling all legal obligations under the relevant legislation and associated codes of practice;
- taking any necessary positive or affirmative action, including setting of goals and timetables.

Breaches of our equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by the Board of Directors and has been agreed through negotiation with staff representatives.

### Implementation

A sub-committee of Board Directors appointed from the main Governing Board will have overall responsibility for the effective implementation of this policy. This will be known as the Personnel Sub Committee. These Directors will be responsible for the day to day implementation of this policy. We expect all of our staff to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we will ensure that:

- the policy is communicated to all workers, through, where appropriate, induction training, , Team briefings, reference in staff handbooks, and other documents. Job applicants will be informed

- of the content of the equal opportunities policy;
- managers are aware of their responsibilities through appropriate and regular training;
- an equal opportunities programme will be developed and will include a range of initiatives, indicating, where appropriate, positive or affirmative action, with targets and timetables;
- all those involved in assessing candidates for recruitment or promotion should be aware of non-discriminatory recruitment and selection techniques;
- consultation will take place with the recognised trade union or representative body, if in place, on the implementation of this policy and any amendments to practice;
- adequate resources are made available to fulfil the aims of this policy.

### **Complaints**

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

If any employee believes that they have been discriminated against on any of the grounds referred to above, they may raise the matter informally with their immediate line manager. If the employee wishes to raise the matter further, they should invoke the Green Team grievance procedure setting out in detail the basis of their complaint. All such complaints will be taken seriously by the Green Team and investigated fully by a member of the Board.

If any employee is found to have discriminated against another employee they will be subject to disciplinary proceedings and depending on the seriousness of the incident, may be dismissed for Gross Misconduct. In exceptionally serious cases the police may also be involved.

Every effort will be made to ensure that employees making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly, and confidentially. A finding of victimisation by any employees will result in disciplinary action and may warrant dismissal.