

Equal Opportunities Policy

Taylorshouse Limited is an equal opportunity employer and is committed to ensuring within the framework of the law (i.e. Race Relations Act 2000 / Disability Discrimination Act 2005 / Employment (Age) Regulations 2005 / Equalities Act 2006 etc) that its places of work are free from unlawful or unfair discrimination on the grounds of colour, age, race, nationality, ethnic or national origin, sex (including gender reassignment), marital status, sexual orientation, religion or belief or disability.

Taylorshouse Limited aims to ensure that its employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equal opportunity policy as a means of helping to achieve these aims.

What is discrimination?

Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

Indirect discrimination occurs where the individual's employment is subject to an unjustified condition which one sex or race/nationality finds more difficult to meet although on the face of it the condition or requirement is "neutral."

Disability discrimination occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with his/her disability unless the discrimination cannot be avoided by making reasonable adjustments.

Victimisation occurs where an individual is treated less favorably than colleagues because he/she has taken action to assert their statutory rights or assisted a colleague with information in that regard.

Implementing equality of opportunity

Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be

unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.

Working patterns will be reviewed so as to enable us to offer flexible working to staff where possible.

All staff have a right to equality of opportunity and a duty to implement this policy. Breach of this policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.

Signature of person responsible for policy:-

(print name) James Taylor

(signature)



(position) Director

(date)

11th June 2010