

Equal Opportunities Monitoring

Equal Opportunities and Discrimination Policy

We recognise that discrimination is not only unacceptable, it is also unlawful.

Our aim is to ensure that no job applicant or employee is discriminated against, directly or indirectly, on any unlawful grounds.

This policy is also included in the Employee Handbook to make all employees aware that we will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy.

Employees who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

Equal opportunities monitoring

As part of our commitment to equality of opportunity, we need to obtain information about the ethnic origins and sex of our employees and job applicants.

This information enables us to examine, by ethnic origin and sex, the distribution of employees across the organisation, and the success rate of candidates for jobs, training, transfer and promotion, according to the type of job.

We hope that employees and job applicants will co-operate by completing the information overleaf, which will help us to assess whether the distribution of staff and the success rate of applicants reflects equal opportunities or reveals possible race or sex discrimination.

Any information provided will be kept confidential and will only be used for the purposes detailed above.

Name	<input type="text"/>	Job	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/>

What is your ethnic group? Choose ONE section from A to E, and mark X in the appropriate box to indicate your cultural background.

A White

British

Irish

Any other White background, please write in

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in

D Black or Black British

Caribbean

African

Any other Black background, please write in

E Chinese or other ethnic group

Chinese

Any other background, please write in

Male

Female

Employee

Job applicant