

## Equal Opportunities Policy

Updated April 2009

Hulme Upright wholeheartedly support the principle of equal pay and opportunities in employment and oppose all forms of unlawful or unfair discrimination on the grounds of disability, race, religion, nationality, ethnic or national origin, age, sex, marital status or sexual orientation.

Equally, no one shall receive less favourable treatment on the grounds of their status as a part time employee or as a result of their domestic or caring responsibilities.

We believe that it is in the Practice's best interests and those of all who work in it to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, within the framework of the law, we are committed wherever practicable, to achieving and maintaining a workforce which broadly reflects the diversity of the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, pay, training, promotion and career management are based solely on objective job related criteria. Working patterns will be reviewed so as to enable the Practice to offer, wherever possible, flexible working to those employees with carer responsibilities.

When recruiting and retaining employees with disabilities and from other minority groups we will make good use of the good practice, information available and where necessary seek advice from external agencies. When seeking to attract potential employees we will use the Disability Symbol in order to demonstrate our commitment to providing equal opportunities and to give disabled applicants the reassurance that they will be considered on merit. (Please see our Recruitment and Selection Policy).

In accordance with recommended practice the ethnic and gender composition of staff and applicants for jobs is monitored at all levels.

Our selection procedures are reviewed regularly to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

Conduct from anyone within the Practice which breaches this policy will not be tolerated and will be treated as a serious disciplinary matter. (Please see our Harassment and Bullying Policy). Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the Grievance Procedure.

This Policy is replicated within the Staff Handbook available to all Partners and Staff via the Practice wide intranet and hard copy in the office of the Personnel Manager, and at other locations within the Branch offices. Specific reference is made to this and the Harassment and Bullying Procedure during the induction training of all new staff.

Appropriate training will be provided to Directors and staff at all levels to enable them to implement and uphold our commitment to equality of opportunity.

The policy, and its related procedures and imperatives, is regularly reviewed and updated in accordance with legislative requirements and emergence of best practice.



David Morrey  
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For and on behalf of Hulme Upright

Philip Gratton  
Personnel Director  
For and on behalf of Hulme Upright