

EQUAL OPPORTUNITY AND DIVERSITY POLICY

1. INTRODUCTION

Our vision is for Infinity Group to be a successful, caring and welcoming place for staff and clients. We want to create a supportive and inclusive environment where our staff can reach their full potential without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances is positively valued.

This policy aims to set out how Infinity Group promotes diversity at every stage of the employee lifecycle and how it ensures that employees are treated fairly and equally.

2. ANTI-DISCRIMINATION STATEMENT

We aim to achieve equality by removing any potential discrimination in the way that potential applicant, employees and workers are treated by the company, including:

- people with disabilities
- people of different sexual orientations
- transgendered and transsexual people
- people of different races
- people on the grounds of their sex
- people of faith and of no faith
- people in relation to their age
- people in relation to their social class or medical condition
- people who work part-time
- people who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated

3. RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to ensure fair and equal treatment to all our candidates and to encourage applications from all sections of the population.

We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunity and diversity policy. Job requirements will be reflected accurately in any person specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. Our recruitment adverts will include an Equal Opportunity statement.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

4. WHILST WORKING FOR US

Our offices provide facilities that are accessible to staff with disabilities. We respond positively to the diverse needs and experiences of our staff, clients and visitors even

when those needs are challenging to deal with.

Every member of staff is required to read and understand that policy.

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

We ensure that any agencies responsible for our recruitment follow this policy.

5. MONITORING

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Additional monitoring may involve:

- a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
- b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

6. NON-COMPLIANCE WITH THE POLICY

We consider discrimination as unacceptable. Any behaviour that may be perceived as discriminatory, including bullying, harassment or victimisation, or shown to go against the intent and spirit of this policy, will lead to disciplinary proceedings and, if appropriate, disciplinary action.