

EQUAL OPPORTUNITIES POLICY

Introduction

CityAxis recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the company's position on equal opportunity in all aspects of employment, including recruitment and advancement, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of:

- Gender
- Race
- Marital status
- Disability
- Employment status
- Age
- Sexual orientation
- Religious beliefs
- Caring responsibilities

Definition of Discrimination

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another on grounds outlined in 1 above.

Indirect discrimination occurs where a requirement is imposed, which can only be complied with by a smaller proportion of persons in one particular group as against another group and which is not objectively justifiable in the given situation.

Examples include:

- Seeking job applications only from persons under a certain age.
- Demanding qualifications for a job which are not strictly necessary.
- Sending only full time employees on training courses.

CityAxis Equal Opportunities Policy

It is the policy of CityAxis to ensure that no job applicant or employee receives less favourable treatment on the grounds as outlined in 1 above. CityAxis is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the company's and employees' best interests. CityAxis recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

The application of recruitment, training, and advancement policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

- All employees of the organisation will be made aware of the provisions of this policy.

Recruitment and Promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification, which limits the post to this particular group, in which case this must be clearly stated.

- All vacancies will be made known to current employees where appropriate.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

CityAxis will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

CityAxis will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

All employees will be encouraged to discuss their career prospects and training needs with the Office Manager.

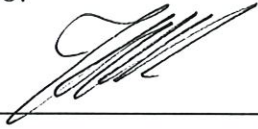
Monitoring

It is the responsibility of the Office Manager to ensure that all aspects of this policy are kept under review and are operated throughout the company.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria, which exclude or discourage certain employees and, if so, whether these are justifiable.

Grievances and victimisation

CityAxis emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the company's Disciplinary Procedure. Any complaints of discrimination will be pursued through the company's Grievance Procedure.

Signed:  _____

Date: 28th February 2020

Position: Managing Director

Review: February 2021