

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

Job

Signed

Date

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

A White

- British
- Irish
- Any other White background, please specify

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please specify

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please specify

D Black or Black British

- Caribbean
- African
- Any other Black background, please specify

E Chinese or other ethnic group

- Chinese
- Any other background, please specify

Disability Discrimination Act 1995

Would you consider yourself to be disabled? YES NO

If yes, do you require any special arrangements to be made to assist you is called for interview?

Please provide details:

Male

Female

Employee

Job applicant