

## **EQUALITY AND DIVERSITY POLICY**

PAVO is committed to opposing discrimination against people on the grounds of race, colour, religion, gender, age, class, disability, marital status, sexual preference, physical, mental health, history of physical/mental health or for any other reason. PAVO is committed to taking positive steps to promote and sustain fairness amongst those sharing the work environment or receiving a service and seeks to promote this policy to all parties with whom it works.

We are committed to working in partnership with all communities in Powys, ensuring that all of our services are available to, and shaped to meet the different needs of, all communities, both geographic, or of interest.

We will promote diversity and fight intolerance through our work with all of our partners in the public, voluntary, community, independent and private sectors, locally and regionally, take positive action to prevent harassment and victimisation of employees and ensure regular and effective monitoring and review of the implementation of this policy, so that we make a difference and continuously improve our equalities and diversity practice.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

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

### **RECRUITMENT AND SELECTION**

The recruitment and selection process is crucially important to any equal opportunities policy. 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.

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 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.

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.

## **TRAINING AND PROMOTION**

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

All promotion will be in line with this policy.

## **MONITORING**

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

Monitoring will involve the collection and classification of information regarding the ethnic/national origin and sex of applicants and current employees.

Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.