



EQUAL OPPORTUNITIES POLICY.

- 1.** It is the Policy of Glasgow Life to provide equal opportunities in all areas of its employment including recruitment, education, training, promotion, transfer and terms and conditions of employment.
- 2.** There shall be no discrimination on the grounds of age; disability; gender reassignment; marriage and civil partnership; race, religion or belief; sex, sexual orientation, pregnancy or maternity or social background. This policy applies to all Services and to all grades and positions.
- 3.** There shall be no discrimination, perceived or associated, on the grounds of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.
- 4.** All employees will be recruited, trained and promoted on the basis of ability, job requirements and fitness for work.
- 5.** While the Human Resources Manager will be responsible for developing, advising, implementing, monitoring and reviewing the operation of this policy, it is the responsibility of every manager, supervisor and employee to ensure that the terms of the policy are observed.
- 6.** All employees with responsibility for recruitment and selection for promotion will be provided with appropriate training and guidance.
- 7.** Induction courses for new employees shall include a reference to the Company's policy on equal opportunities.
- 8.** The Company will monitor the existing workforce and the application and effects of the policy. Records of all employees and job applicants may include information regarding sex, age, ethnic origin, religion, sexual orientation, disability and disability type. Where appropriate, as determined by monitoring procedures, lawful positive action, training and encouragement will be considered in areas where particular groups are under represented to make this policy fully effective.
- 9.** Where specific services or categories of people require individual policy statements, practices and procedures, these will be produced.
- 10.** If any employee considers that he or she has been unfairly treated or discriminated against, under the terms of this policy, then he or she can make a complaint which will be dealt with in accordance with the agreed procedures.

This policy is in accordance with the Equality Act 2010