



consultancy with clear direction

Equal Opportunities Policy

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1 Statement of policy

The aim of this policy is to demonstrate the commitment of everyone at Ergo to promote equality of opportunity.

It is Ergo policy to provide employment equality to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependants
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins)
- disability
- sexual orientation
- age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Ergo's equal opportunities policy will help all those who work for us to develop their full potential. The talents and resources of the workforce will be fully used to maximise the efficiency of the organisation.

2 To whom does the policy apply?

Ergo's equal opportunities policy applies to all those who work for (or apply to work for) the organisation including:

- job applicants and potential job applicants
- employees
- contract workers
- agency workers
- trainee workers and students on work experience or placements
- volunteer workers
- former employees.

3 Equality commitments

We are committed to:

- promoting equality of opportunity for everyone
- promoting a good and harmonious working environment where everyone is treated with respect
- preventing unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all ergo legal obligations under equality legislation and associated codes of practice
- complying with Ergo's own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by the Ergo Executive.

4 Implementation

The Executive Team has specific responsibility for the effective implementation of this policy. We expect all Ergo employees to abide by the policy and help create the equality environment which is its objective. To implement this policy we will:

- communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- provide equality training and guidance as appropriate, including training on induction and management courses.
- ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques
- incorporate equal opportunities notices into general communications practices (e.g., staff newsletters, intranet, internet)
- obtain commitments from other people or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with ergo and our workforce
- ensure that adequate resources are made available to fulfil the objectives of the policy.

5 Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of Ergo equal opportunities policy.

The effectiveness of Ergo equal opportunities policy will be reviewed annually and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

6 Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed Grievance Procedures. A copy of these procedures is available from the executive team. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to Ergo internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under prevailing anti-discrimination legislation.

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint in the first instance, within Ergo internal grievance procedures.

Every effort will be made to ensure that an employee who makes a complaint or complaints will not subsequently be victimised or treated in any way unfairly. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Date

Signature
Ergo Executive

Signature
Employee

Review Date: April 2009