

Cowan Consultancy Ltd EQUAL OPPORTUNITIES POLICY

Equal Opportunities statement

Cowan Consultancy is committed to building an organisation that provides a working environment in which everyone feels valued and respected and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, marital status, gender, disability or age.

Cowan Consultancy will follow the recommendations of the Statutory Codes of Practice of the Commission for Racial Equality and Equal Opportunities Commission and Disability Rights Commission Code of Practice in Employment and Occupation in all employment policies, procedures and practices. Cowan Consultancy Ltd is committed to providing an environment which is free from discrimination, harassment, bullying and victimisation.

Equal Opportunities Policy The aims of this policy are to ensure that:

- No-one receives less favourable treatment or is disadvantaged on the grounds of race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, marital status, gender, disability or age.
- The organisation is free of unwanted conduct that violates the dignity of employees or creates an intimidating, hostile, degrading, offensive or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities of any age, sexual orientation, religion or belief.

The policy applies to all aspects of employment from recruitment to dismissal

- Selection for employment, promotion, transfer, training and access to benefits, facilities and services will be fair and equitable and based solely on merit.

All employees will be trained on the policy and on their rights and responsibilities under the policy. It will apply to all employees and job applicants and will be available on the Company's intranet.

The Managing Director, David Button has overall responsibility for monitoring this policy, but all employees are responsible for its successful implementation. All employees have an obligation to treat fellow staff members with

- respect and dignity
 - ensure their own behaviour does not cause offence or distress
 - report any incident which contravenes this policy
 - ensure their behaviour does not support unfair treatment
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- All complaints or concerns regarding discrimination and harassment will be investigated thoroughly and any action required will be dealt with promptly. Behaviour which contravenes this policy will be viewed seriously and may result in disciplinary action. The Management will ensure that the policy is fairly and consistently applied in areas under their control. Unfair practices will be investigated and eliminated.
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- Opportunities for employment, promotion, transfer, and training will be advertised widely, internally and externally and all applicants will be welcomed irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief
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- All employees will be encouraged to develop their skills and qualifications and to take advantage of promotion and development opportunities in the organisation.
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- Selection criteria will be related entirely to the job or training opportunity.
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- Reasonable changes will be made to overcome physical and non-physical barriers that may make it difficult for disabled employees to carry out their work or for disabled clients to access services.
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- Due consideration will be given for a flexible approach to working arrangements. All requests will be considered carefully and objectively with a view to accommodating them unless this would cause significant difficulties to the business or employees.
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- The Company will monitor its policies and practices and will implement changes to improve them in the light of changing social attitudes and legislation.
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- The effectiveness of the policy will be monitored regularly during management and staff meetings.
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- The Managing Director has overall responsibility for the effectiveness of the policy

January 2011

DAVID BUTTON



For and on behalf of Cowan Consultancy Ltd