

EQUALITY, DIVERSITY AND INCLUSION POLICY

A) STATEMENT OF POLICY

- 1) Shropshire Farm Vets Ltd is committed to making decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the equality act).
- 2) 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 equality, diversity and inclusion policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- 3) The aim of the policy is to ensure no person including, employees, workers, clients, students, contractors or members of the public are discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation.
- 4) Shropshire Farm Vets Ltd is committed to avoid all forms of discrimination. This includes decisions related to terms and conditions of employment, pay and benefits, selection processes, parental leave, flexible working, grievances and disciplinarys, redundancy and dismissal.
- 5) The policy will be communicated to all interviewed applicants informing them of our responsibilities towards the equality of opportunity.
- 6) The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 7) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 8) Shropshire Farm Vets Ltd is committed to creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued.
- 9) Shropshire Farm Vets Ltd is committed to training employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include helping Shropshire Farm Vets Ltd provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- 10) All employees need to understand that they as well as the employer can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their employment, against fellow employees, workers, clients, contractors or members of the public.
- 11) Shropshire Farm Vets Ltd is committed to taking seriously any complaints of bullying, harassment, victimisation and unlawful discrimination against job applicants, fellow employees, workers, clients, contractors or members of the public and any others in the course of the work activities of Shropshire Farm Vets Ltd. Such complaints will be dealt with as misconduct under Shropshire Farm Vets Ltd grievance/disciplinary procedures and appropriate action will be taken if the complaint is upheld. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- 12) Shropshire Farm Vets Ltd is committed to reviewing employment practices and procedures to ensure fairness and also update them and the policy to take account of changes in the law.

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B) RECRUITMENT SELECTION AND PROMOTION

- 1) The recruitment and selection process is crucially important to any equal opportunities policy. We will ensure selection and recruitment decisions will not discriminate, whether consciously or unconsciously.
- 2) 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.
- 3) Job descriptions, where used, will be revised to ensure that they are in line with our equality, diversity and inclusion policy. Job requirements will be reflected accurately in any personal specifications.
- 4) We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- 5) All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- 6) 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.
- 7) Short listing and interviewing will be carried out by more than one person where possible.
- 8) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 9) Selection decisions will not be influenced by any perceived prejudices of other employees.