



CSG (USHER'S) LTD

EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT

Document : POL 6.0
Issue number : 06
Date : 13/01/2016

EQUAL OPPORTUNITIES POLICY 2016

Statement of intent

Working with all staff, CSG (Usher's) Ltd is committed to promoting good equal opportunities practice and preventing discrimination and harassment.

Policy

1. CSG (Usher's) is an equal opportunities employer and abides by the terms of the Equality Act 2010. We define equal opportunities as fair employment practices. Every employee has a responsibility to work towards these. Any questions about equal opportunities should be addressed to: *Rod Usher, Managing Director, CSG (Usher's) Ltd, South Ordnance Road, Navigation Drive, Unit 13, Waterways Business Centre, Enfield, Middlesex EN3 6JJ*. CSG (Usher's) will not discriminate on the grounds of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.
2. This policy applies to recruitment and selection, promotion, training, conditions of work, pay and benefits, and all other aspects of employment including treatment at work, and the processes involved in employment termination.
3. Where increased pay and/or benefits are offered, these reward ability, loyalty, and effort, and also reflect experience.
4. This policy applies to job applicants and employees whether full-time, part-time, temporary, seasonal or contract.
5. When establishing criteria for recruitment and promotion, CSG (Usher's) will consider whether any minimum or maximum number of years' relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a genuine reason.
6. CSG (Usher's) operates a retirement age of 65. Employees have the right to submit written requests to continue working beyond this age. Where it is feasible to agree to the employee staying on, his or her request will normally be granted.
7. CSG (Usher's) will, whenever possible, agree to any request from an employee within two years of retirement to reduce hours of work with a view to a phased retirement.
8. Employees who are disabled, or become disabled in the course of their employment, should inform CSG (Usher's). Management will then discuss changes to individual roles which might assist the employee(s) concerned in the performance of duties. Where practical, adjustments will be made.
9. Any member of staff may use the company complaints procedure if they feel they have been the victim of discriminatory conduct. If the matter relates to sexual or racial harassment, or harassment on the basis of disability, sexual orientation, religion, belief, or age, then the complaint may be raised directly with Rod Usher. No individual will be penalised for raising a complaint unless its substance is found to be untrue, or made in bad faith.
10. Where an employee is found to be falsely accused of discriminatory conduct, he or she may implement CSG (Usher's) grievance procedure: the person who made the false accusation



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will be disciplined, and serious cases may constitute gross misconduct, likely to result in dismissal.

11. All employees and job applicants will be asked to complete a form confirming the details described in Point 2. The company uses this information to help monitor its equal opportunities procedures.
12. To address imbalances, the company will consider measures including: job vacancies in targeted publications; assertiveness training; English language training; encouraging under-represented or disadvantaged groups to apply for employment.
13. We will follow the recommendations and guidance of the Equality and Human Rights Commission in our employment policies and procedures, and in dealing with customers and members of the public.
14. This policy will be monitored by CSG (Usher's) directors, and amendments introduced if needed.

Signed:

A handwritten signature in black ink, appearing to be 'Rod Usher', written over a faint circular stamp or watermark.

Rod Usher
Managing Director

CSG (Usher's) Ltd, Unit 13 Waterways Business Centre, Navigation Drive, South Ordinance Road, Enfield, Middlesex EN3 6JJ. Phone: 01992 703840. Fax: 01992 788226. e-mail: admin@csgushers.co.uk