



CISTEC - Document 2

Equal Opportunity Policy

CISTEC is committed to equal opportunities for all staff and applicants.

It is our policy that all employment decisions are based on merit and the legitimate business needs of the organisation. CISTEC is abided by its statutory obligations under the Equal Pay Act 1970 the Rehabilitation of Offenders Acts 1974, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and 2005, the Employment Equality (Religion & Belief) Regulations 2003, the Employment Equality (Age) Regulations Act 2006 and codes of practice of the Equality and Human Rights Commission and any subsequent amendments to any of the above acts & regulations, as far as possible.

We acknowledge that any discrimination on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age or any other grounds are unlawful under the laws of England and Wales (referred to as Protected Characteristics).

Our intention is to enable all our staff to work in an environment which allows them to fulfil their potential without fear of discrimination or harassment. Our commitment to equal opportunities extends to all aspects of the working relationship including:

- Recruitment and selection procedures;
- Terms of employment, including pay and benefits;
- Training, career development and promotion;
- Work practices, conduct issues, allocation of tasks, discipline and grievances;
- Work-related social events;
- Termination of employment and matters after termination, including references.

The above policies are intended to help CISTEC in achieving its diversity and anti-discrimination objectives by clarifying the responsibilities and duties of all staff in respect of equal opportunities and discrimination.

CISTEC is actively promoting effective communication and consultation between the management and staff concerning equal opportunities (by means it consider appropriate) and acknowledge that the principles of non-discrimination and equal opportunities also apply to the way in which its staff treats visitors, clients, customers, suppliers, subcontractors and former staff members.

Achieving our 'Equal Opportunity' objectives in a workplace is a collective task shared between the management and all of our staff. This policy and the rules explained above therefore apply to all staff, including of the management team (irrespective of seniority), tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers or interns.

All Staff have personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of Staff, visitors, clients, customers, suppliers, subcontractors and former staff members.

*The Institution
of Structural
Engineers*



Training & Responsibilities:

Our management team will receive appropriate training in equal opportunities and must take all necessary steps to:

- Promote the objective of equal opportunities and the values set out in this policy;
- Ensure that their own behaviour and those of the Staff they manage complies in full with this policy;
- Ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriately and are not suppressed or disregarded.
- Job advertisements are to be drawn up in a way as to ensure that all the applicants are aware that they will be treated equally,
- Job descriptions shall not be prejudicial against a member of staff on account of ethnic origin, disabilities, sex, sexual orientation, marital status, religion or age.
- Staff development shall focus on the professional abilities of the staff and shall ensure that equal opportunities are afforded to all members of staff.
- Salaries shall be reviewed strictly on the basis of merit.
- The Equal Opportunity policies will be regularly monitored and reviewed.
- The company management team is responsible to ensure that all job applicants and current members of staff are treated equally.