

# *Equal Opportunities Policy*

## 3.1 Equal Opportunities

### Policy Statement

Fifteen Design Ltd is committed to treating all employees and applicants in the same way regardless of race, colour, ethnic or national origin, nationality, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age (collectively known as 'Protected Characteristics') and to ensuring that all employees and applicants have equality of opportunity.

### Applying the Policy

This policy applies to the advertisement of jobs, recruitment and appointment to them, promotion, training, conditions of work, pay and to every other aspect of employment. The policy also applies to the treatment of and the service provided to our customers.

Recruitment, selection and development decisions will be made solely on the basis of the suitability of the individual's skills and experience and their ability to do the job.

### Monitoring

The Company will regularly review the operation of its recruitment, promotion, and training and development policies to ensure that no applicant or employee is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

All employees and job applicants will be asked to complete a section on the application form denoting their ethnic origin and any disabilities. The Company guarantees that this information will be used only for the purpose of monitoring the effectiveness of its equal opportunities policy.

### Reasonable Adjustments For Disabilities

Employees who are disabled or become disabled in the course of their employment should advise their manager and the Fifteen Design Ltd Onsite Team. If applicable, you may also wish to advise the Company of any "reasonable adjustments" to your employment or working conditions which you consider would assist you in the performance of your duties. Careful consideration will be given to any proposals of this nature and where reasonable or reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the Company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

### Recruitment and Selection

The recruitment and selection processes are governed by the Company's principles of non-discrimination and are designed to achieve the best match between the individual's knowledge, skills experience and character and the requirements of the vacant position, whilst recognising the need for flexibility to respond to changing conditions.

The logo for Fifteen Design Ltd, consisting of the word "fifteen" in a white, lowercase, sans-serif font, centered within a solid green square.

The Company will, where appropriate, recruit from within, using an internal job posting procedure.

### **Legal Context**

The statutory position is set out in the following Acts and Regulations

- Equality Act 2010
- The Equal Pay Act (1970)
- The Human Rights Act (1998)
- The Employment Relations Act (1999)

Allegations of unjustified and unfair discrimination on any of the grounds covered by the Acts and Regulations will result in disciplinary proceedings being taken against those responsible.

Employment tribunals are empowered to award damages to individuals who have been found to have suffered unlawful discrimination. Everyone, regardless of their employment status, is protected against unfair discrimination.

### **Grievances**

If at any time, you feel that you have been treated less favourably than others in relation to equal opportunities, you may use the Harassment Procedure for presenting a complaint to complain about the discriminatory conduct.