

BUTTERS DAVID GREY LLP
EQUAL OPPORTUNITIES POLICY



Policy Statement

Here at Butters David Grey LLP we recognise that discrimination based on certain criteria still exists in today's society.

We, however, believe that everyone should be entitled to equal rights and have equal opportunities to receive education, to work, receive services and participate freely within society.

Butters David Grey LLP are committed to ensuring we deliver equal opportunities within the firm. We do this by the way in which we manage the organization and provide services to the public. We are constantly updating our policies and developing the firm in ways that are conducive to the principles of fairness and equality in the workplace.

Our aim, and the definitive objective of this policy is to ensure that no person, either employee or client, suffers discrimination on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.

This policy applies to every aspect of this company's dealings with employees, clients, third parties or any other person we may come in to contact with and all employees are advised to abide by this policy both during working hours and outside of working hours.

All staff are committed to promoting equal opportunities and will ensure people are treated equally whether they are:

- (a) Seeking use of our services
- (b) Applying for an employment position with us or are already employed by us
- (c) Students, undertaking work experience or training
- (d) Volunteers
- (e) Third party contractor

Who is responsible for this policy and how it is implemented

The managing partners of this firm are responsible for ensuring all employees abide by this policy. We expect all employees to be familiar with the policy and to ensure, as above, every person is treated fairly.

In order to implement this policy we;

- (a) Ensure all employees, job applicants, trainees, work experience staff and any other person who may represent BDG are provided with a copy of this policy

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- (b) Ensure all staff follow procedures to ensure this policy is implemented in to job descriptions and work objectives
- (c) Ensure that staff dealing with recruitment are fully trained in equal opportunity law and ensure they are trained in non-discriminatory techniques

Conduct and general standard of behaviour

Every employee is required to conduct themselves in a professional and considerate manner towards all persons at all times. The following behaviours will not be tolerated at Butters David Grey LLP:

- (a) Threats
- (b) Physical violence
- (c) Shouting or swearing at others
- (d) Persistent rudeness
- (e) Ignoring, isolating or refusing to work with certain people
- (f) Being offensive to include jokes or name calling
- (g) Displaying offensive material
- (h) Harassment or victimisation

Should any employee be found to act any of the above, immediate disciplinary action will be taken.

Complaints of discrimination

This firm will take all complaints of unlawful discrimination very seriously and will take action where appropriate.

All complaints will be investigated in accordance with this firm's grievance, complaints or disciplinary procedure

All complaints of this nature will be monitored and should offences occur more than once by the same person, your employment may be terminated.

Legal Obligations

Equal Opportunities and Discrimination (Equality Act 2010)

The new Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

The Equality Act 2010 protected characteristics are Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief sex and sexual orientation.

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In valuing diversity Butters David Grey LLP is committed to go beyond the legal minimum requirement regarding equality.

The **Equality Act 2010** harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

Recruitment and selection processes

This equal opportunities policy applies to our recruitment and selection process. Staff involved in the recruitment process will undergo training to ensure discrimination does not occur.

Promotion within the firm is made on merit and all advancements are based on an employee's performance and will be made within the overall framework and principles of this policy.

Job descriptions will be collated to ensure they are in line with this equal opportunities policy.

We adopt a consistent, non-discriminatory approach to the advertising of vacancies.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.

Short-listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Monitoring

All employees records will be monitored to ensure this policy is being adhered to.

This policy will be reviewed on a regular basis and training will be provided to ensure all members of staff are up to date with the policy and legal requirements.