

Qa Research

Equal Opportunities & Diversity Policy

Introduction

As part of the commitment made by Qa Research to equality of opportunity and diversity, Qa has adopted a policy statement covering its practices and procedures.

This document outlines the policy that must be adhered to by every employee. All breaches of this policy will be investigated and, where appropriate, disciplinary procedures followed.

Equal Opportunities

Equal Opportunities relates to treating people the same although they may belong to certain groups. Equal Opportunities in particular relates to a legal framework which makes it illegal to discriminate against people because they belong to particular groups.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work.

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

General Statement of Policy

It is the company's policy that no employee or prospective employee will receive less favourable treatment or is disadvantaged by any circumstances, conditions or requirements that cannot be justified. Our commitment to equality of opportunity also extends to the way we conduct our research and deal with our clients, sub-contractors, partners, suppliers and other organisations.

Statement of Policy

The aim of this policy is to communicate the commitment of the Board of Directors and senior management team to promotion of equality of opportunity & diversity in Qa Research.

It is our policy to provide employment equality to all irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual Orientation
- Age
- Pregnancy or maternity

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, others who work for us and all those we deal with, will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, discipline, dismissal, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities and diversity in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities and diversity policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Equality Commitments

We are committed to:

- promoting equality for all persons
- following equal opportunities policies in the way we recruit and treat staff, conduct our research and deal with our clients, sub-contractors, partners, suppliers and other organisations
- promoting a good and harmonious working environment in which all persons are treated with respect
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- complying with our own equal opportunities and diversity policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary procedures

This policy is fully supported by the board of directors and senior management.

Implementation

The Commercial Director, has specific responsibility for the effective implementation of this policy. Each director, manager and supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we will:

- Communicate the policy to employees (at induction and following any policy amendments) and publish the policy on the company Intranet
- Incorporate duties in respect of implementing the equal opportunities and diversity policy into job descriptions for all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses
- Qa's managers, heads of team and directors promote equality of opportunity for their staff in learning and development

Wherever possible, all vacancies will be advertised simultaneously internally and externally (through agencies, job centres, press advertisements and on the company website) and will include an appropriate short statement on equal opportunity and steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of a job

Wherever possible, more than one person must be involved in the selection, interview and recruitment process, and all will have received training in non-discriminatory selection techniques

Reasons for the selection and rejection of applicants must be recorded

Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and review

The effectiveness of our equal opportunities policy will be reviewed annually and action taken as necessary.

To ensure that this policy is operating effectively (and for no other purpose) records are maintained of employees and applicants racial origins, gender and disability. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Ongoing monitoring and regular analysis of these records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Company's aim is that the composition of our workforce should reflect that of the community.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed Grievance Procedures. A copy of these procedures is contained within the contract of employment and is also available on the intranet or from the HR Manager. Complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an employment tribunal under anti-discrimination legislation.

However employees wishing to make a complaint to a tribunal will be required to raise their complaint under our internal grievance procedures first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Review date: July 2023



Signature:

Richard Bryan, Managing Director