



SRJ Technologies

Equal Opportunities Policy

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1. Statement of Policy

1. SRJ Technologies Group plc or any of its subsidiaries (together SRJ and/or the Group) recognises that we live in a society where discrimination still operates to the disadvantage of many groups.
2. SRJ believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.
3. SRJ are committed to the promotion of equal opportunities within the SRJ, and affiliated organisations, through the way we manage the organisation and provide services to the community. To express this commitment, we develop, promote, and maintain policies that will be conducive to the principles of fairness and equality in the workplace.
4. The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities 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, 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.
5. This policy will influence and affect every aspect of activities carried out at SRJ i.e. promotional work, educational services, casework, and other functions linked to the SRJ, as determined by the management committee.
6. In the provision of services and the employment of staff, SRJ is committed to promoting equal opportunities for everyone. Throughout its activities, SRJ will treat all people equally whether they are:
 - Seeking or using our services.
 - Applying for a job or already employed by us.
 - Trainee workers and students on work experience or placements.
 - Volunteer workers.

2. Policy Implementation & Responsibilities

The Directors have a specific responsibility for the effective implementation of this policy. Each head of department also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

To implement this policy, we shall:

- Communicate the policy to employees, job applicants, volunteers, and relevant others.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Incorporate equal opportunity notices into general communications practices.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

3. Conduct and general standards of behaviour

All staff and volunteers are always expected to conduct themselves in a professional and considerate manner. SRJ will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring, or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within SRJ and can lead to disciplinary action being taken. SRJ does, however, encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

4. Complaints of discrimination

SRJ will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, volunteers, clients and other third parties.

5. Legal Obligations

SRJ Group is committed to complying with the laws and regulations in each jurisdiction in which the Group operates.

6. Recruitment and Selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.
6. Short-listing and interviewing will be carried out by more than one person where possible.
7. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
8. Selection decisions will not be influenced by any perceived prejudices of other staff.

7. Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applications and current employees.
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.