

## **Minerva Appointments Diversity Policy**

### **Our Commitment**

Minerva Appointments embraces diversity and will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible. We will strive to make sure that our clients meet their own diversity targets.

Minerva Appointments is committed to diversity and will promote diversity for all employees, workers and applicants and shall adhere to such a policy at all times. We will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. Minerva Appointments will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy. Minerva Appointments is committed to providing training for its entire staff in equal opportunities practice.

Minerva Appointments shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Minerva Appointments will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.

Minerva Appointments will not accept instructions from clients that indicate an intention to discriminate unlawfully.

Minerva Appointments will take the following steps to ensure that this policy is put into practice:

- The policy will form an ongoing part of our business plan and corporate strategy;
- Employees will be consulted regularly about the policy, and about related action plans and strategies;
- All recruitment staff will be trained on the potentially discriminatory effects of imposing practices, conditions, and criteria on minority groups, and the importance of being able to justify decisions;
- Complaints about discrimination or harassment will be regarded seriously and investigated which may result in disciplinary sanctions, and even dismissal;
- Opportunities for employment with Minerva Appointments and our clients, promotion and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of gender or marital/family status, race, colour, nationality, ethnic or national origin, disability, age, sexual orientation, religion, belief, or any other characteristic protected by national legislation;
- All employees will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities within Minerva Appointments;
- Selection criteria will be exclusively related to the job or training opportunity;
- We will introduce measures to ensure that all contracts for goods, facilities or services include a clause prohibiting unlawful discrimination by contractors and their staff, and by any sub-contractors and their staff;
- The effectiveness of the policy and strategy will be monitored at 6 monthly intervals.
- A report on progress will be produced each year and made available in our internal files and on our website

### **Who takes responsibility to make sure this policy works?**

All Employees

All employees have a responsibility to ensure that this policy is put into practice. We expect a personal commitment from each member of staff in making it effective and in setting an exemplary standard for others to follow.

Additional and specific responsibilities apply to those who manage staff and to those who are involved in recruitment, promotion, training and development. All individual employees have a responsibility to:

- Understand the value and benefits of diversity;
- Familiarise themselves with this policy, follow it, and ensure that any staff for whom they are responsible do so as well;
- Draw to the attention of their line manager any instances of apparent discrimination or any perceived problem in relation to employment or to the provision of products and services;
- Comply with, and promote Minerva Appointments policy and procedures with regard to managing diversity.

The Management

The management of the company is responsible for reporting on progress against diversity targets on an annual basis and for ensuring that this is communicated to employees, job applicants and clients through the Minerva Appointments website and in the diversity report.

The management of the company are also employees of the company, and such have the same responsibility as any other employee, but with a greater emphasis on promoting the policy ensuring that Minerva Appointments has fully inclusive culture.

### **How do we monitor this policy to ensure that it is working?**

We will regularly collect, monitor and analyse information on the gender, age, ethnic and racial backgrounds, and disabilities of employees and applicants to assess the application and effectiveness of this policy, and highlight areas to be addressed. The information will be held in strictest confidence and will only be used to promote diversity and prevent unlawful discrimination.

Any patterns of under-representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated in conjunction with HR, and any discriminatory practices identified and eliminated. Similarly we will work to ensure that our candidate pool which is available to clients is representative of the industry we serve and if a particular group is under-represented action will be taken to remedy the situation.

We commit to undertaking a formal review of this policy at least once every year and to communicate changes to employees. Overall responsibility for this lies with Mr Matthew Roberts, Director.

**If I have a complaint under this policy what should I do?**

All staff and candidates should expect to be treated with dignity and respect. Any employee or candidate who feels they have not been treated in accordance with this policy is entitled to raise the matter through the Company Grievance Procedure.

All complaints will be dealt with seriously, promptly and confidentially. If a member of staff is found to have breached the Diversity Policy they may be subject to disciplinary action under the Company Disciplinary Procedure, which could result in dismissal. Minerva Appointments will not tolerate any discrimination, bullying, harassment or victimisation of employees who raise concerns, complain or assist in an investigation. If this occurs it could amount to victimisation. Victimisation will result in disciplinary action and may warrant dismissal.

**How do we communicate this policy to those that need to know about it?**

All employees, including those newly appointed will be made aware of this policy and the responsibilities of both Minerva Appointments and the individual in promoting diversity.

We will ensure that a copy of this policy is provided to all employees upon joining the company. We will ensure that all employees, job applicants, and customers have access to this policy through internal Minerva Appointments files and the website (from July 2009).

This policy will be further communicated to all employees through induction training, management training and displayed on company notice boards. Whenever appropriate this policy will feature in relevant training courses, guidance notes, booklets and manuals.

We will take steps to ensure that this policy is included with tender information and contracts for work undertaken for us by external organisations and individuals.

All our policies, including those relating to diversity, will be monitored for clarity and plain English. We will arrange for them to be made available in translation and/or in another medium where reasonable.

**Who is covered by this policy?**

This policy covers all employees, contractors, temporary workers and job applicants including any individuals working on Minerva Appointments premises via a third party and via Minerva Appointments on a freelance basis. This applies to all aspects of employment, from recruitment and selection through to termination of employment.

If you have any questions or comments about this policy please contact Mr Matthew Roberts.