

Equal Opportunities Policy Statements

- **Introduction**
- **Policy Statements**
 - Promoting Sex Equality in Employment
 - Promoting Racial Equality of Opportunity in Employment
 - Promoting Equality of Employment for Disabled Persons
 - Promoting Equality of Employment on Grounds of Age
 - Promoting Equality of Employment on Grounds of Sexual Orientation
- **Encouraging Applications from Minority Groups**
 - Genuine Occupational Qualifications
 - Welcome Statements
 - General Statements
- **Further Advice**

Introduction

Cambridgeshire Horizons is an equal opportunities employer and as such welcomes applications from all sections of the community. All applicants will be considered on merit, regardless of their economic status, ethnic origin, sex, marital status, sexual orientation, disability or age.

The Company's commitment to equal opportunities is underpinned by the desire to fulfil its statutory obligations under specific pieces of employment legislation:

- the Sex Discrimination Act 1975;
- the Race Relations Act 1976;
- the Equal Pay Act 1970;
- the Disability Discrimination Act 1995;
- the Rehabilitation of Offenders Act 1974;
- the Asylum and Immigration Act 1996;
- the Health & Safety at Work Act 1974; and
- the Working Time Regulations 1998.

[Back to top](#)

Policy Statements

The Company has five policy statements that must be observed at all times and are designed to promote equal opportunities in employment and to encourage applications from minority groups within the community.

At the moment, it is not unlawful to discriminate against candidates or employees on grounds of their age or sexual orientation. However, the Company has gone beyond its statutory obligations and has adopted its own policy to promote equality of opportunity on these grounds.

To contravene the Company's equal opportunities policies by acting in a discriminatory way is a disciplinary offence that may lead to disciplinary action.

Statement of Policy to Promote Sex Equality in Employment

This Company undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on grounds of sex or marital status.

Cambridgeshire Horizons Limited

All HR policies and procedures are administered so as not to discriminate between employees on the grounds of sex or marital status.

The only exceptions allowed by law are where sex is a genuine occupational qualification that determines selection for a particular job and where sex has to be taken account of as part of a programme of recruitment and training.

The Company requires all contractors to comply with the employment provisions of the [Sex Discrimination Act 1975](#) and [Equal Pay Act 1970](#).

The Company will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular taking account of the Code of Practice issued by the Equal Opportunities Commission.

Statement of Policy to Promote Racial Equality of Opportunity in Employment

This Company's policy is to ensure that no job applicant or employee receives less favourable treatment by reason of race, nationality, colour or ethnic or national origin; and is not put at a disadvantage by the setting of qualifying conditions or requirements which have the effect of discrimination on racial or ethnic grounds.

All HR policies and procedures (Which are the policies and procedures of the Cambridgeshire County Council, as the employer of the permanent staff of the company) are administered so as not to discriminate between employees on grounds of racial or ethnic origin.

The main HR policies and procedures affected relate to recruitment, selection, payment, conditions of employment, training assessment, transfer, promotion, discipline, dismissal, and health, safety and welfare. The only exceptions allowed by law are where ethnic origin is a genuine occupational qualification that determines selection for a particular job and where ethnic origin has to be taken account of as part of a programme of recruitment and training.

The Company requires all contractors to comply with the employment provision of the [Race Relations Act 1976](#).

The Company will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular by taking account of the Code of Practice issued by the Commission for Racial Equality.

Statement of Policy to Promote Equality of Employment for Disabled Persons

The Company's policy recognises that while some disabled people are capable of performing the same job as able-bodied people, others may be limited, to a lesser or greater degree, by their disability in the work that they can perform, but this limitation may be considerably counterbalanced by the skills and effort that they can contribute. Therefore, in fulfilment of this recognition:

- in all arrangements for recruitment to vacancies, disabled people will be given full and fair consideration; (if appropriate the services of the local Disability Employment Adviser will be used);
- if necessary and practicable, reasonable adjustments will be made to job requirements to enable suitable disabled persons to be employed, or a newly disabled employee to continue in employment;

Cambridgeshire Horizons Limited

- disabled employees will be given equal opportunity for training relevant to their current job, or for promotion, and will be given special training, if required, in order to have an equal chance of promotion.

The Company is not a Disability Symbol User (AKA Green Tick) but it undertakes to:

- guarantee an interview to all applicants with a disability who meet the minimum criteria;
- consult disabled employees regularly;
- retain employees, where appropriate, if they become disabled;
- improve knowledge/develop awareness of disability; and
- check progress and plan ahead.

Statement of Policy to Promote Equality of Employment on Grounds of Age

This Company has affirmed the policy not to discriminate on grounds of age in job recruitment and selection.

The Company has also supported the recommendations by Local Authorities to the Government to amend the employment legislation to make it illegal to practise age discrimination in job recruitment and selection.

Statement of Policy to Promote Equality of Employment on Grounds of Sexual Orientation

This Company undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sexual orientation.

[Back to top](#)

Encouraging Applications from Minority Groups

The Company is committed to taking positive steps to encourage applications from people from minority groups, who are under-represented within the current workforce, by the use of the following in vacancy advertisements:

- genuine occupational qualifications (GOQs);
- welcome statements; and/or
- general statements.

Under-represented groups include women (and men in certain jobs/professions), members of ethnic minorities and people with disabilities.

Genuine Occupational Qualifications

There are certain circumstances where being of a particular sex or racial group is a genuine occupational qualification (GOQ) for a job. In these circumstances the law allows employers to positively discriminate not only when recruiting for a job, but also in providing opportunities for promotion or transfer to, or training for, a job.

The Company supports the use of GOQs on both [racial grounds](#) and [sex grounds](#) where appropriate. Guidance on determining the validity of a GOQ in a recruitment advert can be viewed at the following web address [here](#).

Welcome Statements

The law allows employers to take positive steps to increase the number of employees of a particular sex or racial group in posts in which it can be evidenced that within the last 12 months they have been held by a comparatively small number of employees from that sex or race within the organisation/unit/establishment.

Cambridgeshire Horizons Limited

The Company supports the use of welcome statements where appropriate. Guidance on determining the validity of welcome statements and suggested wording for these in a recruitment advert can be viewed at the following web address :- ["here"](#)

Welcome statements can also be used to encourage applications from people with a disability. There is no need to show that disabled people are under-represented in such posts within the organisation/unit/establishment before using such a statement.

General Statements

Where it is unlawful or inappropriate to use a GOQ or a welcome statement an employer can incorporate general statements in adverts/recruitment material.

The Company promotes itself as an equal opportunities employer in all adverts and includes the following general statement in all recruitment adverts:

“ The Company is an equal opportunities employer and as such welcomes applications from all sections of the community and seeks not to discriminate on any grounds”.

[Back to top](#)

Further Advice

Advice on the wording of job advertisements and the use of GOQs, and welcome/general statements, is available from the Recruitment Team at Cambridgeshire County Council; email to – recruitment@cambridgeshire.gov.uk

[Back to top](#)