

Equal Opportunities Policy

Statement of policy

The aim of this policy is to communicate the commitment of the Directors and senior management team to the promotion of equality of opportunity in S Hutton Ltd t/a Fineturf. The company is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

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

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

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities 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 company.

Simon Hutton
Director

Fiona Hutton
Director

Anthony Hardy
Operations Manager



EQUAL OPPORTUNITIES POLICY

Fineturf recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the company's position on equal opportunity in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability as defined by the Disability Discrimination Act 1995, part-time and fixed term contract status, age, sexual orientation or religion.

Definition of Discrimination

- ❖ Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
 - ❖ Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.
 - ❖ Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation. Examples include....
- seeking job applications only from persons under a certain age or with unreasonable educational, capability or work experience demands;
 - demanding technical qualifications for a job which are not strictly necessary;
 - only investing in full time employee's training needs
 - disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Recruitment and Promotion

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- All vacancies will be circulated internally.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

- Fineturf will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- Fineturf will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

- Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- All employees will be encouraged to discuss their career development and training needs with the Manager

Monitoring

It is the responsibility of the Operations Manager to ensure that all aspects of this policy are kept under review and are operated throughout the Company

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

All employees of the company will be made aware of the provisions of this policy

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Grievances and Victimisation

Fineturf emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the company's Disciplinary Procedure. Any complaints of discrimination will be pursued through the company's Grievance Procedure.