

Managing Equality of Opportunity in the Workplace

Recruitment

The recruitment and selection process will be free from bias or discrimination. Recruitment will be managed objectively and decisions about suitability for vacancies will be based on specific and reasonable job criteria.

DPE will not ask job applicants questions about their health prior to a job offer (or being placed in a pool of successful candidates to be offered a job at a later date) unless this is to establish:

- if any reasonable adjustment is needed to enable a candidate to take part in an interview or assessment process; or
- whether a candidate can carry out an intrinsic part of the job (with reasonable adjustments if necessary).

Due to the nature of our work there may be occasions when it is an occupational requirement for job applicants to have a particular protected characteristic to undertake the job. We will consider carefully the requirements of the position and the Equality Act 2010 and the EHRC Code of Practice on Employment.

We may advertise vacancies within the company, where we believe skills and knowledge may be held by internal candidates, before advertising externally. Where, for operational reasons, we believe it makes commercial sense to advertise externally and within the company at the same time, we will do so. Agency and casual workers, fixed-term employees and employees at risk of redundancy will be provided with details of all vacancies. Unless there are clear business reasons for not doing so, all appointments will be made by open competition.

Transfers & Promotions

We will make transfer and promotion decisions based on the skills, aptitude and knowledge required for each position. Unless there are clear business reasons for not doing so, all promotions will be made by open competition.

Workforce Planning

We may hold workplace discussions with Employees to explore current and future performance, developmental and training needs and the future plans of DPE and our people.

Disability – Reasonable Adjustments

We are committed to making our workplace accessible to job applicants, employees and workers who have a disability. This includes providing auxiliary aids and services and providing information in an accessible format wherever it is reasonable to do so. We will also, where reasonable to do so, adapt or change working practices or physical features of the workplace.

Religion & Belief

Employees of a particular religion or belief may need somewhere quiet to pray during their lunch break, need to take holiday on a particular day for a religious event, or need to have somewhere to store specially prepared foods. We will accommodate these requirements where it is possible and practical to do so, but cannot do so unless informed



by the Employee. If you need particular time off, a manager or director is more likely to be able to accommodate this if you let them know well in advance.

Terms & Conditions

Terms and conditions of employment, including pay and benefits as well as access to facilities, will be offered to employees fairly and consistently. Part-time employees will be provided with comparable employment conditions on a pro-rata basis to full-time employees unless different treatment is objectively justifiable.

Employment Policies & Practices

DPE will seek to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate, and are applied in a non-discriminatory manner. In particular we will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria. We will consider requests from employees to vary or change their working hours to enable them to care for a dependant in accordance with our Work Life Balance Policy.

