

# **Equal Opportunities Employment Policy (EOEP) and Equality and Diversity Policy (EDP)**

## **Statement of policy**

Canute Group ("*the company*"), aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) the company maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The company's long term aim is that the composition of our workforce should reflect that of the community.

The company's EOEP, and the measures to implement it, have been devised on the basis of advice from the relevant bodies as well as in consultation with appropriate union and/or employee representatives.

All employees, clients and individuals interacting within the company premises shall be treated equally and with fairness. No prejudicial or controversial personal element relating to race, religion, sexual orientation or other similar aspect shall be made or pursued in spoken or written form. Attitudes to all individuals shall be one of mutual respect and understanding. Discrimination or victimization shall not be tolerated and in the event any such indication occurs, individuals may be asked to leave the premises. Where an internal incident involving Canute staff occurs, suitable investigative action and if necessary disciplinary measures shall be taken.

The Managing Director is responsible for the effective operation of the company's EOEP and the EDP