

EQUAL OPPORTUNITIES

Ratified Dec 09

1. Policy Statement

Severn Wye Energy Agency Ltd (SWEA) is an equal opportunities employer and believes that all persons should have equal opportunity for employment and advancement on the basis of their ability, qualifications and suitability for the work. Equal Opportunities are seen by SWEA as crucial to the development of sustainability and we strive to offer fair and equal access to our services in order that all may have the opportunity to benefit from more sustainable communities.

SWEA value diversity and such it is SWEA's policy that no job applicant or employee receive less favourable treatment in any aspect of employment on grounds of; race, gender, religion, disability, marital status, age, sexual orientation, or caring responsibilities; or be disadvantaged by conditions or requirements which cannot be shown to be justifiable. We extend our ethos of equality to those who receive our services, whilst the availability of those services will vary due to funding and contractual requirements, we will seek to offer fair treatment to all of those with whom we engage.

2. Aims

- To ensure that all persons have equal opportunity for employment and advancement on the basis of their ability, qualification and suitability for the work.
- To achieve an ability-based workforce which will be truly representative of all sections of society and where each employee, whether part-time, full-time or temporary, feels respected and able to give of their best.
- To take all reasonable steps, in accordance with any restrictions of funding or terms of our contracts, to provide our services on a fair and equal basis and share with our clients the respectful treatment we aspire to within our own staff.

This policy applies to all our staff and relates also to our policy for Training and Development and procedures for recruitment and customer services.

3. Responsibility

SWEA's Management Committee and Board of Trustees are designated with the overall responsibility for the achievement of SWEA's aim of being an equal opportunity employer. They are committed to the communication of this policy and its enforcement across all of SWEA's activities.

Responsibility for observing this policy is shared by all employees of SWEA at every level.

4. Equal Opportunities

SWEA aspire to be an fair and respectful employer, and to lead by example in issues relating to equality. There must be no unlawful discrimination; direct, indirect or institutional, against

any person whether in recruitment, selection, training, promotion or in any aspect of employment. Harassment of any form at work is also a form of discrimination and will be treated as such under the terms of this policy.

All procedures within this policy will be reviewed annually to ensure that the aims of the policy are in line with legislation and fit for the purposes of SWEA.

5. Sexual and Racial Harassment

SWEA will not allow any form of sexual and racial harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Such conduct, when experienced or observed, should be reported immediately to the Management Committee. The privacy of the employee filing the report and the employee under investigation shall be respected at all times.

Sexual and racial harassment is considered to be a major violation of company policy. All SWEA people have an obligation to uphold this policy and behaviour or actions against the spirit and/or letter of the laws on which this policy is based will be considered serious disciplinary matters and may, in some cases, lead to dismissal.

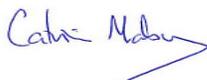
Considerate adult judgement is required and expected. All employees are expected to be sensitive to the individual rights of their co-workers.

All employees must:

- Uphold SWEA's values and respect each other
- Uphold SWEA's business principles and treat all individuals fairly and impartially, without prejudice and never tolerate harassment in any form
- Uphold the wealth of SWEA's personal capabilities and value differences

6. Recruitment

SWEA's recruitment procedure is equitable and transparent, with all recruitment notices being publicly advertised in appropriate printed media and on line.



Director, SWEA