



BRILLIANCE. TOGETHER.

# OCF EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

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# 1. Version Control

Version	Date	Revision Author	Summary of Changes	Approver	Approval Date
2.0	24/11/2023	Sharon Johnson	Updated branding Review of procedures	Russell Slack	24/11/2023

Stakeholder	Distribution Method
All Employees	Document Control Staff Handbook Induction

# 2. OCF Equal Opportunities in Employment Policy

OCF Limited aims to be an equal opportunities employer and is committed to developing, maintaining and supporting a culture of equality and diversity in employment in which staff are treated equitably, and where they can realise their potential whatever their age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, sex, gender identity, marital or civil partnership status, parental status, religion, belief or non-belief, social or economic class, employment status, or any other criteria that cannot be shown to be properly justifiable.

The overall aim of the policy is to ensure that throughout their employment all employees of OCF Limited are treated fairly and with dignity and respect. Therefore, this policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

OCF Limited's long-term aim is that the composition of our workforce should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being underrepresented in the workforce. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.



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OCF Limited's EOEP (Equal Opportunities Employment Policy), 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 employee representatives.

The Managing Director is responsible for the effective operation of OCF Limited's EOEP. The OCF Management Board are responsible for dealing with complaints from staff under this policy with support from relevant external organisations. No member of staff will be victimised for bringing a complaint under this policy. However, where a complaint is made maliciously and/or on knowingly false information, the complainant may be subject to the Disciplinary Procedure

## 2.1. Advertising for Vacancies

Wherever possible, all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally. Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges etc, with significant minority group rolls, as well as to minority press/media and organisations.

All vacancy advertisements must include an appropriate short statement on equal opportunity.

### **Selection and Recruitment**

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

- Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.
- Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

## 2.2. Positive Action - Training, Promotion and Conditions of Service

Underrepresented groups will be encouraged to apply for training and employment opportunities with OCF Limited. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion.

However, actual recruitment to all jobs will be strictly on merit.

- Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.
- Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.



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## 2.3. Personnel Records

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, sex, gender identity, marital or civil partnership status, parental status, religion, belief or non-belief, social or economic class, employment status; where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted. 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. Appropriate follow-up action taken where necessary.

A copy of this policy is included in the New Staff Induction Pack and is available on request. This policy is reviewed by the Management Board on an annual basis to ensure adheres to employments laws and best practice.



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