



Equal Opportunities Policy Statement

Doctore On Track Training Services Ltd are committed to:

- Positive action to promote equality of opportunity in employment and training
- Regular monitoring of results of this commitment
- All employees, candidates and applicants will be given equality of opportunity in respect of recruitment, training and assessment and in promotion irrespective of their racial origins, sex, disability, marital status, religious beliefs, social background or sexual orientation
- All other policies and practices associated with Doctore On Track Training Services Ltd are applied with strict observation of Equal Opportunities except in those cases where Doctore On Track Training Services Ltd intends to take positive action to provide special training for particular disadvantaged groups
- Employees are expected to behave in a non-racist and non-sexist way towards the public, candidates and clients.
- Any breach of the policy may result in the disciplinary procedure being invoked.

Message from the Managing Director

Doctore On Track Training Services Ltd are fully committed to a policy of Equal Opportunities. Our aim is to ensure that everyone, at all levels and in all areas are allowed to work and or be trained in an environment free from any form of discrimination and is encouraged to develop to full potential. I want to leave no one in any doubt about the importance which I personally attach to this policy, and I look to all staff and candidates at all levels to ensure that it is put into effect.

Signed

A handwritten signature in black ink, consisting of stylized, overlapping letters that appear to be "KAS".

Managing Director
31st December 2024



1. Introduction

This policy provides guidance to staff, whether employed or sub-contracted, and candidates on equal opportunity matters.

2. Your responsibilities as an employee / sub-contractor

We all have a responsibility as employees / sub-contractors to ensure that the Doctore On Track Training Services's Ltd Equal Opportunities policy is properly implemented. We must all examine critically our attitudes to people to ensure that no trace of unfair discrimination affects our judgement.

- **Staff.** Staff should ensure that they treat colleagues and candidates in a reasonable manner and they do not act in any way that may give rise to allegations of harassment.
- **Managers.** Managers should treat all their staff fairly, regardless of background, gender or any physical or mental disability. Career opportunities should be based on individual ability, skills and commitment and on no other criteria.
- **No-one.** No-one should receive more or less favourable treatment than another unless justified on grounds of merit. It is everyone's right to be treated with fairness and consideration at all times.

3. The Law

It is generally unlawful to discriminate in employment (Equality Act 2010) against a person on the grounds of:

- Age
- Disability
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity/Paternity

Employment issues particularly affected by the legislation relating to this discrimination are recruitment, promotion, transfer, pay and access to other benefits. It also has implications for the way you deal with your colleagues.

4. Discrimination

The law prohibits two forms of unfair discrimination, direct and indirect.

- a. **Direct.** Direct discrimination means treating a person less favourably on the grounds of his or her sex than you would a person of either sex. In a case of discrimination against married persons, direct discrimination means treating a married man or woman less favourably on the grounds of his or her marital status, than you would a single person of the same sex. Direct racial discrimination involves treating a person less favourably on the racial grounds than people of other racial groups would be treated.



- b. **Indirect.** Indirect discrimination occurs where a condition of requirement is applied to a person:
- I. Which is such that the proportion of persons of the same sex, or racial group, who can comply with it is considerably smaller than the other sex or racial group.
 - II. Which cannot be justified without reference to the persons sex or racial group.
 - III. Which is to the persons detriment because he or she cannot comply with it.

5. Harassment

Harassment is a form of unfair discrimination. Harassment at work comprises a wider range of unacceptable and unwanted physical, verbal or non-verbal behaviour that affects people's dignity. It may be experienced by anyone on a variety of grounds including race, sex, political and religious beliefs and disability. Sexual, racial, and (in Northern Ireland) religious harassment are unlawful. Within Doctore On Track Training Services Ltd, harassment for whatever reason will not be tolerated and may lead to dismissal.

6. Victimisation

It is unlawful to victimise anyone who has sought to exercise, or has assisted another to exercise rights under legislation concerned with preventing sex and racial discrimination. Doctore On Track Training Services Ltd will not tolerate the victimisation of any individual who has brought a complaint, or assisted another to bring a complaint.

7. Action against discrimination, harassment or victimisation

If you feel you are being harassed, unfairly discriminated against or victimised by someone (regardless of their status) you should complain (either formally or informally) to your manager, either your immediate line manager or someone higher up the chain.

8. Disabilities

As far as possible Doctore On Track Training Services Ltd wants people with disabilities to have the same chance of getting a job and of getting on at work as non-disabled people. Many people with disabilities have the skills and qualities to compete on equal terms with other staff. The Company shall make sure that there are no barriers preventing them from achieving their full potential. Doctore On Track Training Services Ltd will not tolerate discrimination against anyone on the grounds of disability. No person with a disability should be denied access to training.

9. Main Legislation

9.1 Sex and race

Under the sex discrimination act 1975 (as amended), it is unlawful for an employer to discriminate against a person on grounds of sex or that he or she is married, in relation to recruitment, dismissal or in granting access to training, promotion and any other benefits, facilities or services. It is also unlawful under the race relations act 1976 (as amended) to discriminate against a person in these areas of employment on grounds of the persons colour, race, nationality, ethnic or national origins. The equal pay act 1970 (as amended) provides for a persons contract of employment to have effect as if it provided for him or her to enjoy terms and conditions of employment which are no more or less favourable than those enjoyed by a person of the other sex who is employed on like work or work of equal value.



9.2 Harassment

Harassment may constitute unlawful discrimination under the sex discrimination act 1975 and the race relations act 1976. Under the public order act 1986 (as amended by the criminal justice and public order act 1994) a person will be guilty of a criminal offence if he or she intentionally causes a person harassment, alarm or distress by using abusive or insulting words or behaviour, or by displaying written material, signs or pictures which are threatening or abusive.

9.3 Disabled persons.

The 1944 and 1958 disabled persons (employment) act require employers who normally have a work force of at least 20 employees to employ a quota of registered disabled persons. At the time of preparing this précis the disability discrimination bill was being debated by parliament. If this bill becomes law, it will repeal the provisions of the 1944 and 1958 disabled persons (employment) acts referred to above, instead the bill will make it unlawful for an employer to discriminate against a disabled person in employment. The bill will also require employers to make reasonable adjustment to working conditions and the working environment, where there effect is to place a disabled person at a substantial disadvantage with other people.

Signed

Managing Director

31st December 2024