

# Equal Employment Opportunity Policy



The term “equal opportunities” upholds the idea that all workers within an organisation should be entitled to and have access to all of the organisations facilities at every stage of employment, including the pre-employment phase (Equality and Human Rights Commission; Equality Act 2010). STEAM Ahead CIC is an Equal Employment Opportunities (EEO) Employer

This means every STEAM Ahead CIC worker/employee should have:

- An equal chance to apply and be selected for posts pre-employment (competitive merit-based selection processes for recruitment)
- An equal chance to be trained and promoted while employed (Competitive merit-based selection processes for promotion)
- A workplace that is free from unlawful discrimination, harassment or bullying at work
- Fair practices and behaviour in the workplace, including fair allocations of workloads
- Equal access to benefits and conditions
- Fair processes to deal with work-related complaints and grievances
- An equal chance to have their employment terminated equally and fairly

Denying any employee or prospective employee their right to equal opportunity in the workplace is tantamount to discrimination, which is considered unlawful under the Equality Act 2010. The Equality Act has specified 9 areas that are termed in the legislation as protected characteristics. These include (in no particular order):

- |               |                         |
|---------------|-------------------------|
| 1. Age        | 6. Marital status       |
| 2. Sex        | 7. Sexual orientation.  |
| 3. Race       | 8. Gender reassignment  |
| 4. Disability | 9. Religious background |
| 5. Pregnancy  |                         |

Discriminating against workers because of any of the nine characteristics is against the law.

To comply with the terms of the Equality Act, STEAM Ahead CIC has policies in place and adheres to practices that aim to prevent accident claims, discrimination and foster equal opportunities within the Company.

## EEO During Recruitment

STEAM Ahead CIC follows certain procedures for recruitment to ensure that all applications are treated appropriately and fairly and that, all things being equal, no candidate is rejected because of their age, gender, race, sexuality or any other protected characteristic. See Recruitment Policy and Process for more detail.

This means recruitment procedures must meet the following criteria:

- The job description will be set so that all applicants are assessed against the exact same criteria and nothing else.
- The post is advertised in a variety of locations to meet our recruitment needs, such as Universities, online and in the press so that it is available to as wide an audience as possible whilst ensuring we target STEM-related candidates (required criteria)
- An interview panel must consist of at least 2 persons at both the shortlisting and interview phase to prevent bias.
- All questions that are not relevant to the job must be excluded from the questionnaire. Applicants should not be asked about their age, race, religion or any other protected characteristic.

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- Female applicants must be treated the same as male applicants. Disabled applicants must be treated the same as applicants with no disabilities. Pregnant applicants must be treated the same as non-pregnant women

(Candidates must be made aware of the physical demands required at the application phase so that they can make an informed decision regarding their suitability for the role).

STEAM Ahead CIC recruitment may use 'positive action' initiatives to support at the point of advertisement necessary to achieve our aims of a diverse workforce.

## EEO in the Workplace

STEAM Ahead CIC follows certain procedures in the workplace to ensure that all applications are treated appropriately and fairly and that, all things being equal, no candidate is rejected because of their age, gender, race, sexuality or any other protected characteristic.

This means interventions in the workplace may include:

- Ensuring that all similarly qualified employees have equal access and opportunity to all training and advancement facilities regardless of sex, gender, age or disability. No employee should be overlooked for training or promotion because of any protected characteristic.
- Making reasonable adjustments in the workplace to accommodate physically challenged employees.
- Ensuring that no employee is paid any more or less than any of their colleagues who are equally qualified, equally experienced and performing the same role.
- Advertising new roles externally as well as internally so that anyone who meets the qualifying criteria gets the opportunity to apply.
- Making sure that no employee is dismissed solely because of a personal characteristic.
- Ensuring that the same rules apply to employees from all religions regarding extra time off during religious holidays.