Equal opportunities monitoring

### Equal opportunities and discrimination policy

We recognise that discrimination is not only unacceptable, it is also unlawful.

Our aim is to ensure that no job applicant or employee is discriminated against, directly or indirectly, on any unlawful grounds.

This policy is also included in the Employee Handbook to make all employees aware that we will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy.

Employees who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

**Equal opportunities monitoring**

As part of our commitment to equality of opportunity, we need to obtain information about the characteristics of our employees and job applicants.

This information enables us to examine, by ethnic origin and sex, the distribution of employees across the organisation, and the success rate of candidates for jobs, training, transfer and promotion, according to the type of job.

This form will also help us to adapt our interview processes to ensure no one is unfairly and unreasonably disadvantaged due to personal characteristics.

However, completing the form is voluntary.

Any information provided will be kept confidential and will only be used for the purposes detailed above – it will not be viewed by the recruiting manager.

|  |
| --- |
| Name Job  Signed Date |
| **What is your ethnic group?** Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. |
| **A White**  British  Irish  Any other White background, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D Black or Black British**  Caribbean  African  Any other Black background, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E Chinese or other ethnic group**  Chinese  Any other background, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Disability Discrimination Act 1995**

**Do you consider yourself to be disabled? YES NO**

**If yes, would you require any special arrangements to be made to assist you if called for interview?**

**Please provide details:**

**Would you require any special arrangements or be at a disadvantage to other candidates if the interview were held via online videoconferencing?**

**Please provide details:**

**Do you have any individual or household vulnerabilities which would make it unfeasible to attend an interview at our offices during the coronavirus pandemic (assuming that were legal at the time under social distancing rules)?**

|  |
| --- |
| **Male Female** |