



AvaRide Chorley's Equal Opportunities Policy

Introduction

AvaRide recognises that it's essential to provide equal opportunities to both passengers and employees without discrimination. This policy sets out the company's position on offering equal opportunities in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels. It agrees to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion. AvaRide also acknowledges equal opportunities for its passengers and agrees not to discriminate against characteristics of an individual, like disability, age, sexual orientation or religion.

Statement of Policy

1. It is the policy of AvaRide that no job applicant, employee or passenger receives less favourable treatment on the grounds of their sex, race, marital status, disability, age, sexual orientation or religion, and where applicable, their part-time or fixed term contract status. The policy also states that employees, passengers and job applicants should not become disadvantaged by conditions or requirements that cannot be shown to be justifiable. AvaRide is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of its employment and services towards its passengers.
2. AvaRide recognises that by following the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in the organisation and employee's best interests. The company recognises that there are great benefits in having a diverse workforce, completed by people from different backgrounds, employed based on their ability and are **not** excluded based on characteristics protected by the Equality Act 2010.
3. The application of recruitment, training, and promotion policies offered to all individuals will be based on job requirements and the individual's own ability and merits.
4. All employees of this organisation will be made of the provisions of this policy.

Recruitment and Promotion

1. Advertisers for future jobs will give sufficiently clear and accurate information that enables potential applicants to assess their own suitability for the post. The information provided about vacant posts will be provided so that it does not restrict the audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
2. Recruitment literature and advertisements will **not** imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this one particular group. If this is the case, AvaRide will clearly state this within the advertisement.
3. All vacancies within AvaRide will be circulated internally.
4. All descriptions and specifications for posts will only include requirements that are necessary and can be justified for the effective performance of this job.
5. The selection of this job will be thorough, conducted against defined criteria and will deal **only** with the applicant's suitability for the job. Where it may be necessary to ask questions relating to someone's personal circumstances, these will be related purely to job requirements and asked to all applicants that apply.

Employment

1. AvaRide will **not** discriminate based on sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
2. AvaRide will also put in place any reasonable measures and or/adjustments within the workplace for those employees who become disabled during employment or for disabled appointees, in line with The Equality Act 2010.
3. Everyone employed by AvaRide will be considered solely on their merits for career development and promotion, with equal opportunities for every employee.

Passengers

1. AvaRide's clients will not be discriminated against based on their sex, race, marital status, disability, age, sexual orientation or religion.
2. Passengers will be able to make use of AvaRide's services regardless of their sex, race, marital status, disability, age, sexual orientation or religion, and attempts from employees to disrupt this relationship between employees and clients may lead to disciplinary action under the company's Disciplinary Procedure.

Training

1. All employees at AvaRide will be provided with appropriate training regardless of their sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
2. AvaRide's employees will be encouraged to discuss their career prospects and any training needs needed to achieve these goals with their Line Manager or the HR Department.

Grievances and Victimisation

1. AvaRide emphasises that discrimination is a form of unacceptable conduct which may lead to disciplinary action under the company's Disciplinary Procedure.
2. Any complaints of discrimination from employees **or** passengers will be pursued through the company's Grievance Procedure.

