

Pro-found Development is committed to making full use of the talents and resources available to us (employees, potential employees, and suppliers), avoiding any form of unfair discrimination through gender, sexual orientation, marital status, race, religion or belief, colour, nationality, ethnic or national origin, geography, disability, Aids, age, pregnancy, parental responsibilities, trade union membership, or part-time or fixed-term status.

It is our policy to ensure that employees are recruited, developed, remunerated and promoted solely on the basis of their skills and suitability for the work performed, and that in carrying out their work they are free from direct and indirect discrimination, bullying, harassment or any other form of inappropriate behaviour or pressure through any means.

We achieve our Policy by ensuring that:

- ✓ All staff, suppliers and associates are fully aware of this policy, and trained where necessary.
- ✓ All complaints of discrimination, bullying and harassment are treated with the utmost confidentiality and acted on in an appropriate and timely manner.
- ✓ Breaches of this policy (whether deliberate or unwitting), or inducements to breach it, may result in disciplinary action, or cessation of contract or relationship.
- ✓ Job descriptions and person specifications reflect the position and do not contravene the stated intent of this Policy.
- ✓ Recruitment advertisements are placed in a manner mindful of ensuring full and diverse awareness and access, clearly stating that we are an equal opportunities employer and that we welcome diverse applications.
- ✓ Recruitment practice and procedures are as open and as barrier free as possible. Application forms and other supporting material are free of information from which inferences could be drawn that are irrelevant to the job description. More than one person is involved in short-listing and selection for interview. No applicant is disadvantaged by an interview's timing, location or facilities. Reasons for selection or rejection of applicants are fully recorded.
- ✓ All other policies, operations, staff guidance, reviews, opportunities to train or for advancement, and every part of our business, are carried out in accordance with this policy.
- ✓ We are aware of all types of unfair practice and use ethically sourced and fairtrade products wherever available.

This policy also applies to our conduct with respect to clients, their staff, and their customers. We are mindful of the policies and culture of each client and our responsibility to support their aims and objectives.

We measure our success through:

- ⇒ **Carrying out a twice yearly review of our operations to ensure that they are fully compliant with this policy, and recording any breach of this policy, whether direct or indirect, intentional or accidental.**
- ⇒ **Acting immediately to remedy any failure or breach of this policy, both intentional and unintentional.**
- ⇒ **Ensuring a continual review of best practice and improvement**

We are committed to following current best practice in all issues, including the spirit and letter of all legislation and best HR practice, and best advice provided by Equality North East and other appropriate bodies providing best advice in this area.

James O'Rourke

1st April 2012

Principle Owner
Pro-found Development