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Equal opportunities policy

Boverton Nurseries Ltd recognises the need for an equal opportunities policy. We wholeheartedly accept the statutory requirements laid down in the race discrimination act 1976, sex discrimination act 1975 and disability discrimination act 1995, which makes it unlawful for an employer or provider of services to treat an individual differently on the grounds of colour, ethnic origin, sex, marital status, or disability. We also extend the same principal to people irrespective of age, sexuality or the possession of a criminal record (except where strictly relevant); and aim to meet our other obligations under European law and s.71 of the race relations act.

We recognise that, while much can be achieved through developing policies and procedures to meet our legal and other obligations, real progress requires a programme of action that involves the participation of staff. Genuine equal opportunities in every workplace and every service requires a commitment to the policy from everyone.

Responsibilities

All employees share the same responsibility for ensuring that the equal opportunities policy is promoted and implemented fairly and effectively. The managing director will advise on the implementation and effectiveness of the policy. It is however, the responsibility of the directors to promote equality of opportunity.

It is the individual responsibility of every member of staff to seek to ensure the practical application of the policy, copies of the policy are available to all members. Boverton

Nurseries Ltd wishes to state explicitly that's acts of discrimination, victimisation and harassment and failure to comply with the provisions of the policy cannot and will not be tolerated and disciplinary procedures will take place.

Publication

We will make every effort to ensure that this policy is brought to the attention of all staff,directors, prospective employees, other employers, contractors and the wider community in the Vale of Glamorgan.

Equal opportunities in employment

Boverton Nurseries Ltd aims to achieve genuine equality of opportunities, whether required by law or not, in all aspects of its activities as an employer. The intention of the policy is to ensure that:

1. When employment decisions are made, the only personal characteristics taken into account are those which, as well as being consistent with relevant legislation, are necessary for the proper performance of the job concerned.
2. When an employment decision is made about someone, the decision is based solely upon an objective assessment of the capability and suitability of that person, and not on any generalised concepts about the characteristics of categories or groups of people.
3. Any disadvantaged groups in society are encouraged and assisted to achieve a position from which equality of opportunity can operate.

We will review selection criteria and procedures frequently to make sure that people are selected, promoted and treated on the basis of their relevant merits and abilities. Nothing in this policy should be understood as preventing the application of genuine occupational qualifications; or of any of the other provisions of the sex discrimination acts, race relations act or disability discrimination act, or any other relevant legislation.

Implementation

Boverton Nurseries Ltd has approved a recruitment and selection code of practice which must be observed by all those involved in recruitment and selection decisions.

Recruitment and selection procedures and practices throughout Boverton Nurseries Ltd will be regularly reviewed to ensure that no group is put at an advantage, either directly or indirectly. To support this process:

1. The ethnic origin, sex and disability of all those applying for, short listed for and appointed to a job will be monitored.
2. Special training will be given to members of staff in the application of the code of practice, attendance at such training being a prerequisite for participation in recruitment.
3. Boverton Nurseries Ltd will when actively recruiting new members of staff will adhere to all the current legislation and advertise locally throughout the job centres as well as using press advertisements.

Training is crucial in determining both opportunities at work and attitudes to equality. When needs are identified, training opportunities will be made available. As well as giving people training related to the jobs which they are employed to do we will provide opportunities for personal development available wherever possible. Encouragement will be given to those with special training need to undertake extra training. Specific training for all relevant staff in equality related matters will also be provided.

When it is appropriate positive action measures will be taken to encourage applicants from groups which are underrepresented in Boverton Nurseries Ltd workforce. These measures may include reserving trainee posts for ethnic minority applicants, wording advertisements in ways which encourage applications from specific groups which are underrepresented; and a range of flexible working practices which will help women and others with family and caring responsibilities, successfully to combine the demands of

work and home, as well as affording employment opportunities to those, such as disabled or older people, who find it difficult to meet the demands of full time work.

C.J.Roberts