

Equal Opportunities and Diversity Policy

What this policy covers

Computer Talk recognise the benefit of a diverse workforce and is committed to providing a working environment that is free from discrimination.

We seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on Computer Talk's behalf are required to adhere to this policy when undertaking their duties or when representing Computer Talk in any other guise.

Employee entitlements and responsibilities

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and Computer Talk will take all necessary action to prevent its occurrence.

Specifically, we aim to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief, political belief or affiliation, or trade union membership. The commitment applies to all aspects of employment including:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- Training
- Promotion and career development opportunities
- Terms and conditions of employment, and access to employment-related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. Computer Talk will review all policies and implement necessary changes where these could improve equality of opportunity.

Career development

While positive measure may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities.

However, Computer Talk will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career development opportunities.

Procedure

Complaints of discrimination

The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors, or other third parties and will take action where appropriate.

If an employee believes that they have been discriminated against, they are encouraged to raise the matter as soon as possible with a manager or senior employee using Computer Talk's Grievance Procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, Computer Talk is committed to ensuring that employees are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures.