

## Equal Opportunities Employment Policy

The Savvy Partnership is committed to:

- Ensuring all employees are treated with dignity and respect, valuing the diversity of all
- Equality of opportunity and diversity is promoted

### **Vacancy advertising**

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken wherever possible to ensure that knowledge of vacancies reaches under-represented groups internally and externally.

Wherever possible and appropriate, vacancies will be notified in job centres, careers agencies, industry networking sites and job portals.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

### **Selection and recruitment**

Selection criteria (job description and employee specification) will be kept under ongoing review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and selection process, and all should have received training/guidance notes on equal opportunities.

Selection for vacancies will be based on the individual who is most suitable in terms of experience, knowledge; qualification and brand culture fit i.e. merit.

Reasons for selection and rejection of applicants for vacancies will be recorded.

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Marketing communications  
Internal communications  
Market research  
Project and campaign management  
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## **Positive action – training, promotion and conditions of service**

Under represented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuine equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove any unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

## **Personnel records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details.

Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly and appropriate follow-up action taken.

## **General**

The objectives of this EOEP are to:

- Ensure that The Savvy Partnership has access to the widest labour market and secures the best employees for its needs
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas

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- The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various code of practice, lies with the company. Behaviour or actions against the spirit and/or the letter of the laws on which the policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

**Helen Freeborough**

Director

January 2009

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