

# Our HR and employment policy

**Cohesion Marketing Comms aims to be an equal opportunity employer, and has a policy for this purpose. This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training, to conditions of service and reasons for termination of employment.**

**To ensure that this policy is operating effectively (and for no other purpose) Cohesion Marketing Comms maintains records of employees' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity. Our long term aim is that the composition of our workforce should reflect that of the community. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or under-represented groups to compete for jobs on a genuine basis of equality.**

**Our equal opportunities employment policy (EOEP), and the measures to implement it, have been devised on the basis of advice from the relevant bodies as well as in consultation with appropriate union and/or employee representatives. The managing director is responsible for the effective operation of the EOEP.**

## Vacancy advertising

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

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

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, universities, etc, with significant minority group rolls, as well as to minority press/media and organisations.

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 constant review to ensure that 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 recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes. Reasons for selection and rejection of applicants for vacancies must be recorded.

## 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 genuinely 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 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.



Cohesion.

Business focused marketing communications

# Our HR and employment policy

## General

The objectives of this EOEP are to:

Ensure that the company 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.

The co-operation 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 Codes of Practice, lies with the company. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

## Our aims

We are an equal opportunities employer. The aim of this policy is that everyone should have the same opportunities for employment and promotion based on their ability, qualifications and suitability for the work. We will need to keep to, and go beyond, equal opportunities legislation.

We have designed this policy to make sure that no job applicant or employee receives less favourable treatment because of their race, sex, religion/belief, disability, marital status, age, sexual orientation, gender identity, gender expression or caring responsibilities, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

It is our policy to develop and maintain positive measures so we recruit, develop and hold on to people with disabilities, keep to the law and encourage best practice.

## Our guiding principles:

Equal opportunities and diversity cover all aspects of working life. The understanding and views of people on related issues are shown through their behaviour.

You must not discriminate against any person or group when recruiting, choosing, training, promoting or paying people.

Harassment is also a type of discrimination, and we will treat it as such under the terms of this policy. We will not tolerate any type of harassment or bullying, including offensive remarks, at work.

We will encourage you to tell us about any disability you may have and your ethnic background.

We will take positive measures (which are allowed by legislation for suitably qualified people) so that we recruit and employ any under-represented minority group, for example, the Government's Two Ticks Policy for registered disabled people.

We will follow the Disability Discrimination Act and will make reasonable adjustments for people with disabilities. If you become disabled while working for us, we will do everything possible to make sure you can keep working for us.

You must keep to this policy. If you do not, we may take disciplinary action against you.

If you consider that you are suffering from harassment or have been discriminated against, you should make your complaint in line with our grievance procedure.

## Equal opportunities

Cohesion is an equal opportunities employer. It is the policy of the company that all persons irrespective of their race, colour, nationality, ethnic origin, religion, age, disability, gender, sexual orientation or marital status shall be treated equally.



Cohesion.

Business focused marketing communications