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**SAVAGE
& GRAY.**



**EQUAL OPPORTUNITIES
POLICY & GUIDELINES**
May 2025

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1. INTRODUCTION

This booklet outlines Savage and Gray's Equal Opportunities Policy. Each part of the Policy is issued with the approval of the Directors of Savage and Gray.

It is the duty of all employees to observe those parts of the companies Policy that are relevant to their own work as well as observing any additional rules and regulations on equal opportunities.



Signed:

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reviewed 18.05.25

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EQUAL OPPORTUNITIES POLICY

Savage and Gray Design strive to ensure the well being of staff and in pursuing this aim, it will strive for a just and inclusive organisation which gives everyone equality and opportunity.

Vision Statement:

Savage and Gray are committed to promoting equal opportunities as a matter of operational policy.

The company values diversity and encourages fairness and justice.

The company provides equal chances for everyone in the organisation to work, learn and progress free from discrimination and victimisation.

The company will combat discrimination throughout the organisation and will help overcome discriminatory barriers.

In seeking to achieve this vision, the Company will strive to:

Encourage equality of opportunity for all staff and actively promote good relations.

Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to:

Race; Gender; Disability; Sexuality; Age; Religion and Belief plus Employment issues.

Whilst recognising that individuals may experience disadvantage on more than one level.

Offer our services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect, making provision for those groups within the community whose needs and expectations are less well met.

Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.

Ensure all employment policies procedures, guidelines and circulars reflect and reinforce the company's commitment to equality.

Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and the public.

Make this policy known to all Clients, employees, job applicants, and suppliers.

Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the Company to have similar policies that cover equal opportunities.

Periodically review the Equal Opportunities policy.

2. Supporting Guidelines

The Equal Opportunities Policy is reinforced by guidelines specifically relating to accessibility and the company's role as an employer.

3. Responsibility

Overall responsibility for the implementation of the policy lies with the company directors. This Policy came into effect from April 2007.



4. Equal Opportunities - Accessibility Guidelines

Vision Statement:

The Company studios must be accessible to and appropriate for all clients who might wish or need to use them.

The company will take all reasonable steps to ensure its employment arrangements are accessible.

In seeking to achieve this vision, the Company will strive to:

- Facilitate physical access into the building. If unable to, it will provide a reasonable alternative method of making the service in question available to all groups.
- Monitor and evaluate accessibility in order to make improvements. In particular using consultation to understand the needs and expectations of service users, potential users and the workforce.
- Use communication methods that are appropriate and sensitive.
- Publicise the variety of ways in which services can be accessed.
- Improve the accessibility of employment arrangements or physical features of the workplace to meet the needs of staff and applicants with disabilities or other needs.

5. Employment Training and Organisational Development

The Company is committed to ensuring that all its employment policies, procedures, guidelines and circulars will reflect and reinforce the company's commitment to equality.

The Company will through its policies and training seek to create a:

- Prejudice-free and supportive working environment.
- Workforce which reflects the diversity of the local population, ensuring that people from all sections of local communities have equality of opportunity to obtain employment in all areas and levels of the company where positions exist.

6. Recruitment and Selection

The company will strive to:

Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.

Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to:

Gender; Race; Disability; Religious and Belief; Age; Sexuality

Ensure that it communicates job opportunities to all sections of the community. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.

Ensure that all the directors who are part of the recruitment selection panel are trained on equalities issues.

Use appropriate legislation as a framework for action to support the recruitment process in a positive way.

Collect and use recruitment information to support a fair and effective recruitment process.

EQUAL OPPORTUNITIES POLICY

7. Training and Development of Staff

The company will:

Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.

Provide training that complies with the company's Equalities Policies.

Include equalities training as part of its induction programme.

Include equalities training as part of its management development programme.

Provide equalities awareness training as part of its corporate training and organisational development programme.

8. Monitoring and Evaluation

The Company will:

Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.

Continue to review its monitoring processes to comply with changes in legislation.



IN SUMMARY

Equal Opportunities policy - Supporting statements

Race Equality:

Savage and Gray Design are committed to promoting equality of opportunity and good relations between people of different racial, national and ethnic groups.

Disability Equality:

The Company will not treat a person less favourably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.

Gender Equality:

The Company will not treat a person less favourably directly or indirectly due to gender or marital status.

Equality of Employment:

The Company will through its policies and training seek to create a prejudice free and supportive working environment.

Sexual Orientation:

The Company will not discriminate directly or indirectly on the grounds of sexual orientation.

Gender Reassignment:

The Company will not discriminate directly or indirectly on the grounds of gender reassignment.

Religion and Belief:

The Company will not discriminate directly or indirectly on the grounds of religion or belief.

(This is defined as any religion, religious belief or similar philosophical belief. It excludes philosophical or political beliefs unless those beliefs are similar to a religious belief, e.g. the belief has a profound affect on the person's way of life.)

Age:

A person's age will not lead to unfair discrimination.