



compasspoint  
pinpoint accuracy in recruitment

Abbeygate House  
St Andrew's Street South  
Bury St Edmunds  
Suffolk IP33 3PH  
+44 (0) 1284 765 700  
+44 (0) 1284 701773  
team@compasspoint.co.uk  
www.compasspoint.co.uk

Accountancy

Human Resources

Sales & Marketing

Industrial & Engineering

Office Support,  
PAs & Administration

## CPR EQUAL OPPORTUNITIES POLICY

Compass Point Recruitment Limited is committed to a policy of equal opportunities for all. We do not discriminate on grounds of race, colour, sexual orientation, gender reassignment, marital or civil partnership status, disability, religion or belief, political beliefs or membership or non-membership of trade union, ethnic or national original origin or on age or on grounds of sex or spent convictions.

Candidates applying to work with Compass Point Recruitment as temporary workers will be assessed on the basis of their ability and merits and according to the requirements of the vacancy or assignment. No one will be advantaged by any condition or requirement that is not justified by the genuine needs of the job.

It is the specific responsibility of all management to ensure that this policy is fully implemented and that all employees are aware of their responsibilities and the legal obligations that fall upon them and upon Compass Point Recruitment.

All existing staff will undergo training to enable them to meet the requirements of this policy.

Employees are individually responsible for implementing this policy and complying with the discrimination legislation and are personally liable for any act of discrimination.

Rebecca Thurlow  
Managing Director

## Interview guidelines

- The Equal Opportunities Commission (“EOC”) advises in its code of practice on employment that questions about childcare arrangements should not be asked in interviews, because they could be construed as an indication of an intention not to employ women with young children.
- The EOC code advises interviewers against asking questions about future marital or family commitments. Even if the same question is asked of all candidates, these questions can be construed as demonstrating a bias against women.
- Disability is **not** synonymous with ill health. Questions about health should be kept separate from questions about disability throughout the recruitment process.

## Disability Discrimination

*Disability Discrimination Act 1995/2005 states that ‘it is unlawful for an employer to discriminate against a disabled person’.*

- The Act describes a person as having a disability if that person ‘has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities’.
- Even if impairment is controlled by medication (in the case of epilepsy or diabetes), or corrected by the use of equipment, the person is usually still considered to be disabled for the purposes of the Act.
- Exceptions include impaired eyesight and impaired hearing, which is correctable by spectacles and hearing aid thus will not be treated as a disability.
- The employment provisions of the Act apply throughout the UK **to all employers of 15 or more people**, with few exceptions
- The Act has been extended to cover rights for disabled people in areas of:
  - **employment**
  - **education**
  - **access to goods, facilities and services**
  - **buying or renting land or property, including making it easier for disabled people to rent property and for tenants to make disability-related adaptations**

- The Act now requires public bodies to promote equality of opportunity for disabled people. It also allows the government to set minimum standards so that disabled people can use public transport easily.

Defining policies for the following subjects:

### **Direct Discrimination**

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of a protected category: -

- in the terms on which the recruitment consultancy offers to provide any of its services;
- by refusing or deliberately omitting to provide any of its services;
- in the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable due to a protected category, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement or in the case of age, the discrimination can be lawfully justified.

### **Indirect Discrimination**

Indirect discrimination occurs where an agency or employer applies a provision, criterion or practice generally, which disadvantages a minority group in the community on the basis of a protected category.

Indirect discrimination would also occur if a recruitment consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

If the vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification, Compass Point Recruitment will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

## **DISABLED PERSONS**

### **Direct Discrimination**

Direct discrimination against a person occurs where, if for a reason which relates to the disabled person's disability, an individual:

- treats him less favourably than he treats, or would treat others to whom that reason does not or would not apply, and,
- the employer cannot show that the treatment in question is justified.

Or

- If on the ground of a disabled person's disability, he treats the disabled person less favourably than he treats or would treat a person not having that particular disability, whose relevant circumstances, including his abilities, are the same as, or not materially different from, those of the disabled person. This type of direct discrimination can never be justified.

### **Duty to make reasonable adjustments and to provide auxiliary aids and services**

This is a similar protection to indirect discrimination in the other protected categories.

Where a provision, criterion or practice applied by or on behalf of an employer, or any physical feature of the employer's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled, it will be the duty of an employer to take such steps as are reasonable, in all the circumstances of the case, to remove the provision, criterion, practice or physical feature.

Agencies must take reasonable steps to provide auxiliary aids or services if this would make it easier for the disabled person to use their services. For instance, an appropriate auxiliary aid or service can include the provision of information on audiotape or provision of a sign language interpreter.

Compass Point Recruitment will not discriminate against a disabled person on the grounds of disability -

- in the arrangements i.e. application form, interview or arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or

- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

Compass Point Recruitment will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

If Compass Point Recruitment's premises are not suitable for a disabled person a consultant can interview at the Ramada Hotel Bury St Edmunds which has all services.

## **AGE DISCRIMINATION**

Compass Point Recruitment will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will encourage clients not to include any age criteria in job specifications and every attempt will be made to persuade clients to recruit on the basis of competence and skills and not age.

Compass Point Recruitment is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.

No age requirements will be stated in any job advertisements on behalf of the company.

Compass Point Recruitment will request age as part of its recruitment process but such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the company holds on all employees and workers and as part of its equal opportunities monitoring process.

## **PART-TIME WORKERS**

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis, Compass Point Recruitment recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. Compass Point Recruitment also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

## **HARASSMENT POLICY**

Compass Point Recruitment is committed to providing a work environment free from unlawful harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated by Compass Point Recruitment.

This policy prohibits unlawful harassment by any employee or worker of Compass Point Recruitment.

Examples of prohibited harassment are: -

- Verbal or written conduct containing derogatory jokes or comments,
- Slurs or unwanted sexual advances
- Visual conduct such as derogatory or sexually orientated posters,
- Photographs, cartoons, drawings or gestures which some may find offensive,
- Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis,
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours
- Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, you should make an immediate report to Front Office Manager followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

Compass Point Recruitment will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

## **GENDER REASSIGNMENT POLICY**

Compass Point Recruitment recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.

Compass Point Recruitment will support any employee or worker through the reassignment provided that full medical counselling has been undertaken and Compass Point Recruitment has access to any relevant medical reports.

Compass Point Recruitment will make every effort to try to protect an employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

All employees and workers will be expected to comply with Compass Point Recruitment's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.

Where an employee is engaged in work where the gender change imposes genuine problems Compass Point Recruitment will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.

Any employee or worker suffering discrimination on the grounds of gender reassignment should make recourse to the Company's grievance procedure.

### **Statement**

Compass Point Recruitment Limited is committed to a policy of treating its employees or job candidates equally and fairly. No employee or candidate will receive less favorable treatment on the grounds of age, sex, sexual orientation, gender reassignment, political beliefs or membership, non-membership of trade union, colour, race, marital or civil partnership status, spent convictions ethnic or national origin, sexuality, and religion or beliefs, on the grounds of disability. Individuals are selected, promoted and treated on the basis of their abilities and merits, and according to the requirements of the position.

In support of the Compass Points Aims and Beliefs, Compass Point will continue to apply employment policies and practices which are fair and equitable, and which ensure that entry into and promotion within the company is determined solely on objective and job related criteria. No employee or candidate shall be disadvantaged by requirements, which cannot be shown to be relevant to the job they applied for or hold.

## **Scope**

The Equal Opportunities Policy applies to:

- a) All employment policies and procedures including recruitment and selection, training and development, and terms and conditions of service.
- b) To all our dealings with the general public, candidates, suppliers and clients.

## **Responsibility**

- a) Each Departmental Recruitment Consultant will have overall responsibility for ensuring the implementation of the company's policy, in the area of Compass Point Recruitment Limited for which they have operational responsibility.
- b) The Manager will have responsibility for producing and maintaining policies, procedures and practices in support of this policy.
- c) All employees have a duty to comply with the Equal Opportunities Policy. Any employee found in breach of the Equal Opportunities Policy will be subject to the normal disciplinary procedures up to and including dismissal.

Rebecca Thurlow  
Managing Director