

CORPORATE AND GOVERNANCE POLICY

# Equal Opportunities

**Version 2**

Legal & Compliance



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# 1. Policy

Advanced is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally.

Advanced will take all reasonable steps to recruit, employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to the following protected characteristics: race, colour, ethnic origin, nationality, national origin, religion or belief or association with religion or belief, gender, sexual orientation, gender reassignment, marital or civil partnership status, age, and disability.

In accordance with the Modern Slavery Act, Advanced takes a zero tolerance stance in relation to the use of slavery or human trafficking in any part of the business.

Every manager and employee has personal responsibility for ensuring that this policy is adhered to at all times and all employees have a duty to co-operate with the Company to ensure that this policy is effective in ensuring equal opportunities and preventing discrimination.

## 2. Types of Discrimination

### Direct discrimination

An employee is treated less favourably than another employee because of a protected characteristic.

### Associative discrimination

An employee is treated less favourably than another employee because they associate with another person who has a protected characteristic.

### Perceptive discrimination

An employee is treated less favourably than another employee based on a mistaken perception that the first employee possesses a particular protected characteristic.

### Indirect discrimination

An employee is treated less favourably than another employee because of a rule or policy that applies to everyone but disadvantages those employees with a particular protected characteristic.

### Victimisation

An employee is treated badly because they have made or supported a complaint or grievance.

## 3. Procedure

### Recruitment, Advertising & Selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications.

Advertisements should be worded to encourage applications from all suitably qualified and experienced people as far as reasonably practicable, avoiding the prescribing of any unnecessary requirements which would exclude anyone with a particular protected characteristic.

The selection process should be carried out consistently for all jobs at all levels. The manager(s) responsible for short-listing, interviewing and selecting candidates should be clearly informed of the selection criteria and of the need for consistent application. All questions asked of the applicants should relate solely to the requirements of the role and the individual's suitability to carry out, or be trained to carry out, the role in question.

### Promotion & Training

Access to promotion and training opportunities will be provided to all employees on a fair and non-discriminatory basis.

### Terms of Employment

The Company operates standard terms of employment, and the level of remuneration and benefits are determined on the basis of an employee's experience, abilities and qualifications without regard to protected characteristics.

### Pay

The Company maintains a pay system that is transparent, free from bias and based on objective criteria.

### Disability

The Company is committed to making any reasonable adjustments to employment or working conditions to accommodate the needs of disabled employees or job applicants. There may be circumstances where it will not be reasonable or reasonably practicable for the Company to make reasonable adjustments, and therefore less favourable treatment may be justified in accordance with the statutory provisions.

## Remedies


Employees should use the Company's grievance policy to complain about discriminatory conduct. The grievance should be set out in writing by email and addressed to the employee's HR representative.

An employee will not be penalised for raising a complaint of discrimination even if it is not upheld, unless the complaint was both untrue and made in bad faith.

If a complaint is upheld, then any employee who is found to have wilfully committed an act of improper or unlawful discrimination will be dealt with under the Company's disciplinary policy. Employees should note that they may also be held personally liable as well as, or instead of, the Company, for acts of unlawful discrimination.

In addition, line managers who have knowledge that discrimination has occurred in their departments but who have taken no action to eliminate it will be subject to disciplinary action under the Company's disciplinary policy.

# oneAdvanced

 +44(0) 330 343 4000

 [www.oneadvanced.com](http://www.oneadvanced.com)

 [hello@oneadvanced.com](mailto:hello@oneadvanced.com)

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Advanced Computer Software Group Limited is a company registered in England and Wales under company number 05965280, whose registered office is: The Mailbox, Level 3, 101 Wharfside Street, Birmingham, B1 1RF. A full list of its trading subsidiaries is available at <http://www.oneadvanced.com/legal-privacy>