



Canford Equal Opportunities Policy

Objective

As a Company we are committed to eliminating discrimination. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

Eligibility

This policy applies to all employees, workers, agency workers, contractors and job applicants.

The Company is committed to the principle of Equal Opportunity in employment.

Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic.

Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):

- age
- disability
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity
- race
- ethnic or national origin
- religion or belief
- sex
- sexual orientation

The Company's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

The Recruitment Process

Canford aims to ensure that job requirements and job selection criteria are clear and based on only what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.

We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.



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Training

Promotion and training decisions will be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.

Training needs will be identified through regular reviews and appraisal discussions.

The Company has a formal appraisal system which helps us to ensure that employees are being assessed fairly on the basis of job performance and are not being discriminated against. Appraisals will be conducted objectively and measure performance in a transparent and objective way, without prejudice or bias

Working conditions and terms of employment

The Company will try to accommodate cultural or religious practices such as prayer requirements where we reasonably can. We aim to ensure that our terms of employment, benefits, facilities and policies are free from unlawful discrimination.

We will also ensure that decisions made under our disciplinary, grievance and capability procedure are carried out fairly and without discrimination.

Termination of employment

We will ensure that we avoid discrimination in making decisions about dismissal or redundancy. Leavers will also be given the opportunity to attend an exit interview with HR.

Disabled employees

We will make adjustments to accommodate disabled employees where possible and reasonable. For example, we can provide extra equipment or support, we can re-arrange duties and we can make changes to our premises in appropriate cases. If an employee believes that they have a disability, they are encouraged to tell the Company about this so that we can explore what adjustments might be appropriate.

Your rights and responsibilities

The employee has the right not to experience unlawful discrimination within the workplace. They also have a responsibility to understand this policy and help to implement it.

All employees (including agency workers and contractors) have a duty not to discriminate against each other and not to help anyone else do so.



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Our relationships with visitors, customers and suppliers

The employee must not discriminate against any of our visitors, customers or suppliers. Equally, we expect our visitors, customers and suppliers not to discriminate against any Canford staff and we will take appropriate action against anyone found to have done so.

What to do if you have been discriminated against

If an employee believes that they have been discriminated against. They should speak informally with their manager or HR. More formal complaints, should be raised through the grievance procedure.

Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or treated less favorably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

Data protection

For information regarding the processing of personal data under this policy, including details of our legal grounds for doing so, how long we retain such personal data, who your personal data is shared with, your rights under data protection law and who you should contact if you have any concerns, please see our employee privacy notice and our Data Retention Policy.

Status of this policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Signed on behalf of Canford Audio Limited

Alan Wilson,
Chief Executive Officer
July 2022