



HR_Equal Opportunities: Policy Statement



At ADP, we believe that everyone is entitled to the same opportunities. We value each and every staff member and treat them with the dignity and respect they deserve.



ADP recognises that our greatest asset is our staff. We strive to create a positive, supportive environment in which each individual is able to achieve their full potential. We believe that equality and diversity is key to achieving this positive environment, benefiting not only individuals, but enriching our entire organisation.

We understand that equality is key to achieving the best from our staff, creating a working culture based on merit and ability. In this way, our staff are empowered to pursue excellence – which in turn allows us to offer the best possible service to our clients. We believe diversity brings many positive benefits, and we strive toward a workforce that is dynamic and diverse.

Commitment

The Partnership is fully committed to providing equal opportunities in its recruitment process, during employment and for ensuring that every employee is treated with dignity and respect.

The Partnership will not tolerate discrimination on any of the following grounds;

- Sex
- Colour
- Union activities
- Race
- Disability
- Responsibility for Dependents
- Marital Status
- Age
- HIV status
- Ethnic or national origin
- Sexual Orientation
- Trans Gender Status
- Gender Reassignment
- Religious Belief

The Partnership will not accept any unlawful discrimination on grounds of disability or part-time/full-time working. However, the Partnership recognises that there may be circumstances justifying different treatment, which are not unlawful.

The policy applies to all employees and other workers within the Partnership, and unless otherwise stated, all references to employees include potential employees and former employees, full-time and part-time employees, as well as agency workers, temporary workers and contractors.

Responsibility

Partners and Associates are responsible for implementing the Equal Opportunities Policy and for applying the policy as part of their day-to-day management of the Partnership. All Partners and Associates will receive specific training in this policy.

Practice partner, Alison McKerracher, has overall executive responsibility for this policy.

All employees have a responsibility not to discriminate against or harass fellow employees, and to report any such behaviour of which they become aware. Employees will receive training or briefing on equal opportunities and this policy, and the induction process for new employees includes a briefing on this policy.

A copy of this policy is kept in the 'Practice Policies' section of the Intranet and is accessible from the start-up menu of each computer.

Any breaches of this Policy will be treated very seriously by the Partnership.