

As a responsible employer and provider of outsourced debt management and bailiff services, Rivington Associates Ltd (expedition) is committed to best practice in ensuring equality of opportunity within the organisation, the health, safety and welfare of employees and to minimise the environmental impact of its commercial activities.

## Equal opportunities

### 1 Statement of policy

The aim of this policy is to set out the commitment of the Directors to the promotion of equality of opportunity within the Organisation.

It is our policy to provide employment equality to all, irrespective of gender (including gender reassignment), marital or civil partnership status, religious belief or political opinion, race (including colour, nationality, ethnic or national origins), disability, sexual orientation or age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

### 2 Scope

Our EO policy applies to all those who work for (or apply to work for) the Organisation, including contract and agency workers, trainee workers and students on work experience or placements, volunteer workers and former employees.

### 3 Equality commitments

#### We are committed to:

Promoting equality of opportunity for all persons

Promoting a good and harmonious working environment in which all persons are treated with respect

Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

Fulfilling all our legal obligations under the equality legislation and associated codes of practice

Complying with our own equal opportunities policy and associated policies

Taking lawful affirmative or positive action, where appropriate

### 4 Implementation

This policy is fully supported by senior management and we expect all of our employees to abide by the policy and help create the equality environment which is its objective.

#### In order to implement this policy we shall:

Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)

Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff

Provide equality training and guidance as appropriate, including training on induction and management courses.

Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques

Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce

Ensure that adequate resources are made available to fulfil the objectives of the policy.

### 5 Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under anti-discrimination legislation.

## Health and safety

We recognise that health and safety supports good business performance and, will therefore, receive equal priority to that of all other business objectives.

Every employee will be expected to help the Company to achieve its legal obligations.

### **It is Company policy to:**

comply with all health and safety legislation which cover its activities and products

ensure the health, safety and welfare of its employees (and those who may be affected by the activities and operations of the Organisation) by a detailed review of hazards in partnership with suitable appropriate risk reduction measures.

prevent accidents and cases of work-related ill health

make all employees aware of their responsibilities in order to ensure their own safety and the safety of others.

provide every employee with the training, instruction, supervision and information necessary to enable safe working practice in all areas.

make arrangements for employees to raise health and safety issues.

strive for continual improvement to ensure the working environment is made progressively safer and highlight objectives and progress through internal and external communications.

## Environment policy

The company's commitment is reflected in the rigorous review of its environmental performance and the use of sustainable natural resources.

### **It is Company policy to:**

comply with all environmental legislation and regulations which cover its activities and products

measure and keep records of the environmental impact of its operations

strive for continual improvement in performance, underpinned by the necessary financial resources, and highlight objectives and progress through internal and external communication

ensure staff are trained and understand their role in minimising the environmental impact of their activities

seek to work with customers and suppliers to reduce environmental impacts within the supply chain

meet or exceed environmental best practice guidelines for the sector