

Shortlisting and interview records will be completed and kept for a period of one year, including records of decisions taken and should include information on gender, ethnicity, disability, sexuality and age as a minimum. Records will be monitored to ensure that no direct or indirect discrimination exists. All applicants are entitled to request and receive reasons for their non-selection, and this entitlement will be made clear in the documentation sent to them in the information pack.

We will consider reasonable adjustments and modifications to enable suitable disabled applicants to carry out the duties of the post.

PROMOTION AND TRAINING

Promotions will be based on ability and potential and all staff or volunteers, who meet the criteria for the post, will be considered equally, objectively and without discrimination.

Staff responsible for appraising employees, volunteers, and contractors/consultants will be trained in the avoidance of discriminatory and biased assessment. All staff, directors, Advisory Group members, Stakeholders, and Volunteers will be trained on the application of the Equality and Diversity policy.

We encourage all staff, volunteers and contractors to undertake further development opportunities relevant to their post. Opportunities to attend training courses will be provided to all staff and volunteers on an equal basis in accordance with the individual development needs that have been identified and agreed with the Manager.

In the event of an employee, volunteer or director becoming disabled either through injury or illness every effort will be made to continue to employ or retain that individual, either in the same or a equally suitable position if at all possible. Arrangements for re-training an employee will be made where necessary.

TERMS AND CONDITIONS OF EMPLOYMENT

All our policies and procedures will be drafted to take account of equalities and diversity considerations.

Pay

JEM will ensure, as far as reasonably practicable, that the job evaluation of posts is objective and free from biased assessment and discrimination.