# redefining financial recruitment



# **Our Company**

Walker Dendle is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplace is free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex (including gender reassignment), sexual orientation, sexuality, age, marital status or disability.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following policy as a means of helping to achieve these aims.

Walker Dendle also expects its" clients to operate within the framework of the law. Our staff are not expected to undertake assignments on behalf of clients where any breach of the law, either directly or indirectly, is likely.

#### **Direct Discrimination**

Direct discrimination occurs where someone is put at a disadvantage on discriminatory grounds in relation to their employment. Direct discrimination may occur even when unintentional.

### **Examples**

- A woman with young children fails to obtain a job because it is feared that she might be an unreliable member of staff.
- A Sikh applicant for a senior post is not appointed because he might not 'fit in' with the existing (all white) team.
- A person is subjected to sexual innuendo or other offensive conduct of a sexual nature at work. A person is not promoted as they are considered 'too old'.

## **Indirect Discrimination**

Indirect discrimination occurs where the individual's employment is subject to an unjustified condition which one sex or race/nationality finds more difficult to meet although on the face of it the condition or requirement is 'neutral'.

### **Examples**

- A requirement for GCSE English as a selection criterion. This would have a disparately
  adverse impact on people educated overseas and may not be justified if all that is needed is
  to demonstrate a reasonable level of literacy.
- Full-time work this would have a disparately adverse impact on more women with small
  children as they are generally accepted as taking the primary childcare role. It may not be
  justified if our business needs can still be met by more flexible working arrangements.
- 5 years' post qualification experience this could exclude younger and older candidates if not justified.

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## **Disability Discrimination**

This occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with their disability unless the discrimination cannot be avoided by making reasonable adjustments.

### **Examples**

A requirement for staff to hold a valid driving licence for a job which involves little travelling.
 Failure to recruit a wheelchair user without first considering whether the working arrangements or premises can reasonably be adapted to their needs.

### Victimisation

This occurs where an individual is treated less favourably than colleagues because they have taken action to assert their statutory rights or assisted a colleague with information in that regard.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

### Implementing Equality of Opportunity

- Recruitment and employment decisions will be made on the basis of fair and objective criteria.
   Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- The requirements of job applicants and existing members of staff who have or have had a
  disability will be reviewed to ensure that whatever possible reasonable adjustments are made
  to enable them to enter into or remain in employment with us. Promotion opportunities,
  benefits and facilities of employment will not be unreasonably limited and every reasonable
  effort will be made to ensure that disabled staff participate fully in the workplace.
- Person and job specifications will be limited to those requirements that are necessary for the
  effective performance of the job. Interviews will conducted on an objective basis and
  personal and home commitments will not form the basis of employment decisions except
  where necessary.
- In accordance with recommended practice the ethnic and gender composition of our staff and applicants for jobs will be monitored (on an anonymous basis) at all levels.
- Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.
- Working patterns will be reviewed so as to enable us to offer flexible working to staff where
  possible. Where necessary special provision will be made for training for staff returning to
  work following a break for domestic reasons.
- Consideration will be given to developing action programmes to promote equality of
  opportunity. This will include, where appropriate, a programme of positive action to
  encourage the development of those who are comparatively underrepresented in certain
  positions so that they can benefit from employment opportunities on equal terms.
- All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter. Anyone who believes that they may have been disadvantaged on discriminatory grounds is entitled to raise the matter by contacting a Director.



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