

EQUAL OPPORTUNITIES POLICY

Principles

QRS Market Research wholeheartedly supports the principle of equal opportunities. We aim to encourage, value, and manage diversity. Not only are there moral and social reasons for promoting equality of opportunity, but it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible. That diversity adds value.

QRS recognises that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Workers have a duty to co-operate with QRS to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Workers should draw the attention of their line manager to suspected discriminatory acts or practices or cases of bullying or harassment.

Statement of Intent

QRS aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our company's performance and to develop a culture that positively values diversity.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their work at QRS.

Selection for work or promotion or any other benefit will be based on merit and ability only. Selection for training will be on the basis of job requirement only. Intimidation, harassment, and bullying will not be tolerated and may lead to disciplinary action. Details of how harassment and bullying will be tackled are covered in the QRS's separate 'Staff & Interviewer handbook'.



QRS will challenge discrimination in its own policies. It aims to provide equality and fairness for all job applicants, workers whether part-time, full-time, fixed term or temporary, irrespective of gender, marital status, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment or age.

Implementation

The Directors are responsible for the policy's day-to-day implementation.

Everyone is responsible for their own compliance with this policy. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action.

Anyone who feels they have been discriminated against should raise the matter with their line manager. Initially the worker and their manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

If they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the worker should raise the matter, in writing, as a formal grievance under QRS's Grievance Procedure.

QRS will ensure that all new workers will receive induction on the policy and action plan.

Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfill the aims of this policy. The policy will be widely promoted, and copies will be freely available and displayed in the QRS's offices.

These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.