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## Equal Opportunities Policy

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## 1 Equal opportunities statement

- 1.1 As Public Services Ombudsman for Wales, I am committed to promoting equal opportunities for the staff in my employment and in the service we together provide to complainants. All job applicants, members of staff and persons receiving a service from the PSOW will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). They will not be discriminated against, harassed or victimised.
- 1.2 All staff are expected to share my total opposition to unlawful and unfair discrimination and my commitment to conducting business in a way that is fair to all members of society.

## 2 About this policy

- 2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2 The Chief Operating Officer is responsible for this policy and any necessary training on equal opportunities.
- 2.3 This policy does not form part of contract of employment and it may be amended at any time.

## 3 Discrimination

- 3.1 Members of staff must not unlawfully discriminate against or harass other people including current and former members of staff, job applicants, service users, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with service users, suppliers or other work-related contacts), and on work-related trips or events, including social events.

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3.2 The following forms of discrimination are prohibited under this policy and are unlawful:

- a) direct discrimination: treating someone less favourably because of a Protected Characteristic
- b) indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. This could relate to a range of circumstances, including employment matters or service delivery
- c) harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Bullying and Harassment and Policy
- d) victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment
- e) disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## 4 Recruitment and selection

4.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting will be done by more than one person and application forms considered for shortlisting will be anonymised as far as possible.

4.2 Vacancies will generally be advertised using channels that will reach diverse sections of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

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- 4.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. (Health or disability questions may be included in equal opportunities monitoring forms, but these will not be used for selection or decision-making purposes. Equality questionnaires will be removed from applications before shortlisting and interviewing.)
- 4.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check.

### 5 Disabilities

- 5.1 Any member of staff who is disabled or becomes disabled, is encouraged to tell their manager about the disability or condition so that the need for reasonable adjustments or support can be considered.

### 6 Part-time and fixed-term work

- 6.1 Part-time and fixed-term employees will be treated in the same way as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

### 7 Breaches of this policy

- 7.1 Any breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

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- 7.2 Any member of staff who considers that they have suffered discrimination can raise the matter through the Grievance Procedure or Anti-Bullying and Harassment Policy. Complaints will be treated in confidence and investigated as appropriate.
- 7.3 Anyone raising concerns about discrimination will not be victimised and there will be no retaliation. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the Disciplinary Procedure.

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