



02-01-03_EMS Cognito Equal Opportunities Policy v1.2

Written	MG
Approved	RK
Date	18-Mar-19
Review	18-Mar-22

Change Summary

Updated to new template

Roles and Responsibilities

All Staff and Customers

Policy Statement

EMS Cognito is an equal opportunities employer. The company's employees are selected and treated on the basis of their relevant merits and abilities without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation, and are given equal opportunities within the company. The aim of the policy is to ensure, that no job applicant, employee, worker or customer is discriminated against either directly or indirectly on the grounds not relevant to good employment practice.

Why do we need this Policy?

The Directors of EMS Cognito are committed to ensuring a harassment-free and non-discriminatory work environment where all employees are valued and empowered to succeed.

Employer's Responsibilities

Work Environment

- EMS Cognito is committed to maintaining a safe and supportive work environment where all members of staff reach their fullest potential.
- Each employee is required to promote a respectful workplace culture that is free of harassment, and discrimination of any kind.

Selection and Recruiting

- EMS Cognito is committed to fair selection and recruitment procedures, where all decisions are made within the framework and principles of this policy. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

Promotion

- Promotion and advancement will be made solely on the grounds of relevant good employment practice.

Monitoring

- EMS Cognito maintains and continually reviews the employment records of all employees in order to monitor the progress of this policy.
- A monitoring exercise should be carried out periodically by the designated person and include the collection and classification of information regarding the ethnic origin, gender, age and any known disabilities of all current employees and previous job applicants to

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establish the distribution of employees across these groups and the success rates of the previous applicants.

- The results of any review will be openly communicated to all staff and reflected in policy as appropriate.