

EQUALITY AND DIVERSITY POLICY

The Pensions Advisory Service is an equal opportunities employer and is committed to the promotion of equal opportunities and diversity to ensure equality of opportunity for all staff.

We will oppose all forms of unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origins, religion, beliefs, sexual orientation, sex, marital status, disability, age, gender re-assignment or political beliefs.

As an equal opportunities employer TPAS will not tolerate direct and indirect discrimination and disadvantage. We will also take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, discipline, provision of benefits, redundancy and career development are based solely on the merit and ability of the individual.

All staff in TPAS are expected to take a personal responsibility in the implementation of equal opportunities in their day-to-day dealings with the public, colleagues and advisers.

Our commitment:

- To create an environment in which individual differences and the contributions of all staff are recognised and valued.
- Ensure that appropriate training, development and progression opportunities are available to all staff.
- Ensure equality and diversity form an integral part of all our policies, practices and procedures. These will be regularly reviewed to ensure fairness.
- Train our managers and those who are taking part in the recruitment process so that they are aware of equal opportunities and the law as it applies to recruitment.
- Entitle every employee to work in an environment that promotes dignity and respect to all. No form of bullying or harassment will be tolerated.
- Make reasonable adjustments when and where required to meet the needs of employees with disabilities. Therefore where practicable ensure all services are accessible to disabled people.

Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

- This policy is fully supported by senior management and the chief executive is responsible for ensuring it is carried out.
- The policy will be monitored and reviewed annually.
- We will monitor the recruitment and selection, training and other personnel procedures and log the results annually.

Implementation and Monitoring

To ensure effective compliance with the policy on equality and diversity TPAS will ensure the policy is brought to the attention of all staff and where necessary provide appropriate training and awareness raising.

Senior management will:

- periodically review our policies on recruitment and advertising to make sure that job opportunities reach all sections of the community;
- periodically review how our service is advertised to ensure that all sections of the community are aware of it.