

EQUALITY & DIVERSITY STATEMENT

Recruitment

All decisions relating to recruitment will have regard only to the requirements of the job, irrespective of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, or sexual orientation. During the recruitment process we will focus on potential ability not disability and we will take all practical steps to assist employees to overcome any disability in relation to work.

Short Listing, Interview and Appointment Procedure

Application for Loughborough Students' Union posts will be on standard job application forms. A copy of this statement shall accompany every application form issued. The Union Director shall ensure that all members of interviewing panels are familiar with this policy and are aware of the guidelines to be followed.

Interview and appointment procedures shall be adopted so as to minimise any disadvantage suffered by the disabled, members of ethnic minority groups or either gender. Accordingly, in so far as is necessary for particular appointments, questions will not be asked during the interview regarding the following: marriage prospects, future family plans, religion or sexual orientation. Appointment panels will always include members of both sexes.

Induction

Induction procedures will include arrangements to ensure that such procedures are clearly understood by everyone (*this particularly applies to instructions and notice in respect to the Health & Safety at Work Policy*). For disabled people with mobility difficulties, special attention will be paid to emergency evacuation procedures.

Other Decisions

It is implicit in this policy that employees should not be treated more or less favourably in all matters of employment (*except where an exception is necessary due to the nature of the work and allowed under the law*) on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, or sexual orientation.

Complaints Procedure

If you feel that you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the Union Director, telephone 01509 635000.