



Equal Opportunities Policy Responding positively to a diverse society

Shared Intelligence is an equal opportunities employer. We consider that being an equal opportunities employer provides us with a firm foundation to deliver effective services and support to our clients. Our aim is to ensure that as an organisation we embrace diversity in all its forms, including behavioural, structural and business diversity.

We are committed to providing equal opportunities throughout employment, including the recruitment, training and promotion of workers, and to eliminating discrimination in the workplace. The aims of this policy are to ensure that:

- (a) We meet all legislative requirements and codes of practice promoting equality and establishing a framework within which organisations should operate.
- (b) No job applicant or employee receives less favourable treatment on grounds of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependents, religion, trade union activity or age.
- (c) The management of diversity enables us to respond effectively to a changing social and business environment.

In building and developing our policies, we welcome and will incorporate statutory requirements and codes of practice issued by authorised bodies such as the Commission for Racial Equality, Equal Opportunities Commission and Disability Rights Commission (as appropriate to a company of our size). We will seek appropriate support from these and other bodies (such as Stonewall) whenever this is necessary.

Recruitment and Selection

In recruiting staff Shared Intelligence seeks to advertise in a range of publications, including national, local and trade press with the aim of attracting a wide range of applicants. Our advertisements make clear that we are an equal opportunities employer and are committed to employing a diverse workforce.

We actively seek out opportunities to increase the diversity of our workforce and our staff are recruited, trained, assessed, promoted and otherwise treated solely based on their relevant merits and abilities. We take care to ensure that the criteria against which candidates are assessed relate clearly to the job's requirements and are not discriminatory. We use clear and unambiguous job descriptions and person specifications. Interviews are conducted so as to ensure candidates are assessed against the person specification and job requirements.

Appraisal, Development and Promotion

We set objectives with SMART targets for all employees. To ensure fairness all employees receive an appraisal after their first three months in the firm and thereafter at six monthly intervals. At Shared Intelligence the appraisal process is aimed at ensuring that all employees are able to develop their skills, knowledge and experience. Appraisal meetings provide the means through which objectives are set and clarified, the basis of future targets and informs training and development plans. Appraisals also provide a regular opportunity to address any concerns that staff may have.

The company has a progression chart that identifies the skills and experience needed for the different positions available within the company. Promotion and progression decisions are made against these criteria. Assignments to specific work areas are based on the skills and experience of employees, their availability and their development targets. The patterns of work allocation are regularly reviewed to ensure that they are not discriminatory. Where staff are transferred to a different area of work, care is taken to ensure that this is done on a fair and non-discriminatory basis.

Dignity in the Workplace

Our policies and induction process and sub consultancy contracts make it clear that harassment and discrimination will not be tolerated and that these are disciplinary offences within the firm. Any concerns raised by a member of staff about harassment or any form of undignified treatment will be thoroughly investigated and appropriate action taken.

The Company recognises that it is unlawful to victimise in any way an individual who raises and/or pursues a complaint or allegations of discrimination.

We ensure that staff receive appropriate training on equalities and human rights issues and the relevant legislation, both relating to their own employment, but also in relation to working with clients.

Our Values

Shared Intelligence is a value-driven company; our values ensure integrity in what we do and to support the development of behaviour that is consistent with our overall goals. Our stated values were agreed following a participatory process involving all members of our staff and all members of staff are responsible for acting in accordance with them. They govern the ways in which we work with our colleagues and our clients.

Our clients are our partners. Our collaboration with our partners is:

- based on mutual respect and trust;
- open and transparent; and,
- focused on the challenges, which they face.

We facilitate, motivate, challenge, and advise ... so that we can learn together.

We learn from our partners and enable them to learn from each other.

We share intelligence - expertise, knowledge, and values - with our partners.

Diversity issues with our clients

In relationships with our clients, Shared Intelligence is committed to raising issues relating to diversity and inclusion in a way that encourages critical enquiry. We are committed to supporting our public sector clients in ensuring they meet their obligations under the Race Relations (Amendment) Act 2000 (and undertake to do so in relation to the new duties that arise from the recent amendments to the Disability Discrimination Act).

Our policies and contracts make it clear that harassment and discrimination will not be tolerated.

Shared Intelligence is committed to ensuring that its own work with clients involves consultation with the widest possible range of stakeholders including the community, voluntary, private and public sectors.

Equal Opportunities and diversity at Shared Intelligence

Our Equal Opportunities policy is included in the staff handbook, which is given to each member of staff during their induction. The policy is also available electronically to all employees in a regularly updated version on the Company's network.

To assess how we are doing we collect and analyse equal opportunities monitoring information (covering gender, race and disability) relating to our recruitment processes and existing workforce.

The policy is reviewed at regular intervals to ensure its relevance.

Overall Responsibility

Sue Charteris, a director of the Company's Directors, has overall responsibility for implementing and reviewing this policy.

Sue Charteris, Director

Date