



EQUAL OPPORTUNITIES POLICY

TGP Cymru is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. The organisation has an established policy to try and ensure that no unlawful discrimination occurs, either directly or indirectly, against any person on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Discrimination by victimisation is also recognised as unlawful.

The organisation will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

It is recognised that the principal responsibility for providing equal responsibility in employment rests with the Organisation. Each employee and Manager is required to be familiar with, and to implement, the Organisation's Policy and is urged to comply at all times not only with that policy but with the spirit of Equal Opportunity Legislation and Codes of Practice.

It is the responsibility of each Manager within the Organisation to ensure that his or her treatment of employees, and the decisions and approach taken within their own sphere of operations are devoid of discriminatory practices.

The individual responsible for overseeing and checking upon the satisfactory implementation of this Policy is the Chief Executive Officer who is empowered to thoroughly investigate, and if appropriate redress, any identified or claimed discriminatory incident or practice.

The Senior Management Team and the Board of Trustees give their full backing to this Policy and will support all those who endeavour to carry it out.



EQUAL OPPORTUNITIES RECRUITMENT MONITORING

Dear Applicant,

TGP Cymru is an Equal Opportunities employer. In order that TGP Cymru can monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community, we have designed a Diversity Questionnaire with the intention of having a separate, confidential record of your name, where you obtained information about the vacancy you applied for and information about the protected characteristics within the Equality Act 2010 listed below:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes non-belief
- Sex
- Sexual orientation

To assist us in this, it would be helpful if you would take the time to complete this questionnaire in full with your completed application form.

The information contained in this questionnaire will be treated as confidential and will only be used for monitoring purposes.

Your Information

The Data Protection Act 2018 gives rights to individuals in respect of personal data held about them by others and as directed by the Act.

TGP Cymru is the Data Controller and is registered with the Information Commissioner for the purposes of the Data Protection Act 2018 (DPA). The diversity information you provide will enable TGP Cymru to monitor the effectiveness of our Equal Opportunities Policy and meet our legal obligations under the Equality Act 2010. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity goals and in ensuring a truly inclusive working environment. This information is only used for research and statistical analysis.

Diversity information is defined by the DPA as “sensitive”. It is not mandatory to supply “sensitive” information, but should you do so, it **will not** affect your application in any way.

The information you give will be held on both manual and electronic systems by TGP Cymru.

Thank you for your co-operation.

HR Department