



## **Race Equality Policy Statement (Employment)**

In accordance with the Race Relations (Amendment) Act 2001 this statement relates to BlueSky Experiences Ltd's commitment to fulfill its general duties to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

BlueSky Experiences Ltd believes in promoting diversity through equal opportunities.

BlueSky Experiences Ltd undertakes to ensure:

1. When advertising job vacancies, BlueSky Experiences Ltd will ensure that advertisements are placed in publications that do not restrict or exclude applicants on grounds of race.
2. When using employment agencies and job centres BlueSky Experiences will ensure that the agency operates an equal opportunities policy with specific regard to race.
3. Selection criteria and tests will relate to job requirements only. In particular:
  - A standard of English higher than that needed for the safe and effective performance of the job or clearly demonstrate career pattern will not be required.
  - Applicants will not be disqualified because they are not able to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for safe and effective performance of the job.
  - Overseas degrees, diplomas and other qualifications which are comparable with UK qualifications will be acceptable as equivalents.
  - Selection tests which contain irrelevant questions or exercises on matters which may be unfamiliar to racial minority applicants will not be used (for example, general knowledge questions on matters more likely to be familiar to indigenous applicants).



4. Staff responsible for the shortlisting, interviewing and selection of candidates will be given guidance or training to the effects, which generalised assumptions and prejudices about race, can have on selection decisions and made aware of the possible misunderstandings that can occur in interviews between persons of different cultural backgrounds.
5. Where appropriate and lawful GOQ classifications will be applied.
6. Recruitment and selection outcomes will be monitored.
7. Employment policies will be applied consistently and without unlawful discrimination.
8. The application of Human Resources policies and procedures will be monitored in order to assess that there is no detriment or disproportional effect.
9. BlueSky Experiences Ltd will seek to provide, where reasonably practicable:
  - Interpretation and translation facilities, for example, in relation to grievance and other procedures, and terms of employment where individual employees are unable to access the current format because of language or disability.
  - Training in communication skills.
  - Training for managers and supervisors in the background and culture of ethnic minority groups.
  - The use of alternative or additional methods of communication, where employees find it difficult to understand health and safety requirements.
10. Records showing the ethnic origins of existing employees and job applicants will provide the information needed for effective monitoring.
11. Where employees have particular cultural and religious needs which conflict with existing work requirements, BlueSky Experiences Ltd will consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met (for example, observance of prayer times and religious holidays).



12. Religious intolerance, or the promotion of religious intolerance, is not acceptable and such occurrences would be subject to disciplinary action.
13. This statement, together with all equal opportunities statements, is made available to all staff and prospective employees.
14. BlueSky Experiences Ltd undertakes to consult with staff on its developing policy and practice.