

Equal opportunities Our approach



a significant
difference

The contents of this brochure are intended as guidelines for clients and other readers. It is not a substitute for considered advice on specific issues. Consequently, we cannot accept any responsibility for this information or for any errors or omissions.

Thomas Eggar LLP is a limited liability partnership registered in England and Wales under registered number OC326278 whose registered office is at The Corn Exchange, Baffin's Lane, Chichester, West Sussex, PO19 1GE (VAT number 209582159). The word 'partner' refers to a member of the LLP, or an employee or consultant with equivalent standing and qualifications. A list of the members of the LLP is displayed at the above address, together with a list of those non-members who are designated as partners. Regulated by the Solicitors Regulation Authority. Lexcel and Investors in People accredited.

Thomas Eggar LLP is not authorised by the Financial Services Authority. However, we are included on the register maintained by the Financial Services Authority so that we can carry on insurance mediation activity which is broadly the advising on, selling and administering of insurance contracts. This part of our business, including arrangements for complaints and redress if something goes wrong, is regulated by the Solicitors Regulation Authority. The register can be accessed via the Financial Services Authority website. We can also provide certain further limited investment services to clients if those services are incidental to the professional services we have been engaged to provide as solicitors.

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Thomas Eggar is...

the acknowledged expert, trusted to deliver a great performance again and again and again.

Consistently making a 'significant difference' is what excites us and drives our ambition and performance to new heights. We are proud of our commitment to equal opportunities.

Policy statement

The policy and practice of Thomas Eggar require that all staff are afforded equal opportunities within employment. Entry into employment with Thomas Eggar and progression within employment will be determined only by personal merit, measured against the duties of each particular post. In all cases, the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, age, racial or religious group, or disability.

Code of practice

Thomas Eggar welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely upon the individual merits of candidates and on selection criteria relevant to the post. In pursuance of this aim, and of its statutory duties, Thomas Eggar, as an employer committed to the principle of equality of opportunity, will adhere to the following procedure in the conduct of the recruitment and selection process for all posts.

Selection criteria

Selection criteria for all posts will be clearly defined and reflected in the further particulars sent to candidates, which will also include details of Thomas Eggar's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, (such as those of one sex, persons of a particular age or marital status or sexual orientation, persons of a particular racial or religious group, or those with a disability), will not be demanded or imposed except where they are justifiable in terms of the job to be done. (For the purposes of this code, 'racial group' means a group of persons defined by reference to colour, race, nationality, or ethnic or national origins).

Advertising

Job advertisements will be widely publicised so as to encourage applications from a broad range of suitable candidates from all backgrounds. All job advertisements placed on behalf of Thomas Eggar will state our commitment to equality of opportunity by including a footnote or final note indicating this. In addition, where further particulars are prepared, they should quote in full the Equal Opportunities Policy Statement and make reference to our Maternity and Paternity leave provisions. Further particulars will also be made available in large print, tape, or other formats when they are requested by disabled applicants.

Selection methods

All those responsible for managing applications and conducting interviews will be aware of the principles of the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion or Belief) Regulations 2003, and other relevant legislation. Thomas Eggar will ensure that training and advice are available in furtherance of this requirement. All candidates will be compared objectively with the selection criteria, and all applications will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for, or requirements of, the job. The Firm is keen to support staff who have particular requirements due to disability and will make such adjustments to the workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants/employees.

Interviews

Interview questions will relate to the selection criteria. No questions will be based on assumptions about roles in the home and the family, or the assumed suitability of different ethnic or religious groups for the post in question. In particular, questions about private personal relationships, marital status, children, domestic obligations, marriage plans, or family intentions will not be asked at interview. Questions about a candidate's ability to 'fit in' with colleagues may also be construed as unlawful discrimination. Where it is necessary to obtain information on personal circumstances (for example, in relation to a selection criterion such as flexibility to work irregular hours) or on whether a candidate will be able to work well with colleagues, questions about this will be asked equally of all candidates and, like other questions, will relate only to the job requirements. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to enable candidates to compete on an equal basis.

Record keeping

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for up to one year after an appointment has been made. Thomas Eggar will keep records of the sex, ethnicity, and any disability of staff recruited after December 2004. Records may be used to determine whether members of one sex or persons of a certain racial group or those with a disability do not apply for employment, or apply in smaller numbers than might be expected, or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated in certain jobs, departments, or sub-departments. Where such under-representation is identified, positive action initiatives will be developed in accordance with the provisions of the Sex Discrimination Act 1975, the Race Relations Act 1976, and any other relevant national legislation. Thomas Eggar will investigate the practicalities of monitoring progression within employment, including access to training, development, promotion and grading.

Review of recruiting practices

Recruitment procedures and practices will be kept under review so as to ensure that this code is being adhered to. Thomas Eggar's appointed Equal Opportunities Officer has responsibility for advising on the operation of this code and for the distribution to those involved in the recruitment and selection processes of information about the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, and any other relevant legislation.

Age diversity guidelines

Thomas Eggar is committed to supporting age diversity at work.

To do this we work within the following set of guidelines:

Recruitment - people from all age groups are encouraged to apply.

Selection - based on skills and ability, not on age.

Promotion - based on ability and potential - your age does not matter.

Training and development - is open to all.

Redundancy procedures - look at business needs and not at age.

Retirement - our approach is flexible and fair to all, balancing the needs of the individual and his/her team.

Thomas Eggar is committed to continuing to explore measures aimed at giving ageing workers the possibility to remain in active working life as long as possible.