

GLASGOW LIFE

APPOINTMENTS AND PROMOTIONS

EQUAL OPPORTUNITIES STATEMENT (EMPLOYMENT)

EQUAL OPPORTUNITIES POLICY

It is the policy of the Company to provide equal opportunities in the fields of recruitment, education, training and promotion irrespective of the race, colour, nationality or ethnic national origins, religion, sex, sexuality, actual or perceived AIDS/HIV status or perceived association with an HIV positive person, marital status age, social background or disability of job applicants or existing employees.

The Policy is aimed particularly at helping groups of people who may face difficulties in obtaining employment or in gaining promotion, e.g. black and ethnic minorities, women, disabled persons, gay men and lesbians.

All Employees will be given equal opportunities and where appropriate, special training to progress within the Company.

The Policy is in accordance with the Sex Discrimination Act 1975, the Race Relations Act 1976, and the Disability Discrimination Act 1995 and has been agreed with the appropriate Trade Unions.

INTERVIEW AND SELECTION PROCEDURES

Interview and selection procedures have been adopted which aim to remove discrimination in considering applicants for appointment or promotion.

Selection criteria and procedures will be kept under review to ensure that individuals are selected and treated on the basis of their relevant merits and abilities.

Interviewers are trained in interviewing techniques to avoid discrimination on any of the grounds shown above in the policy statement.

WOMEN

The Company has taken, and will continue to take, positive steps to encourage women to take full advantage of education and training provisions and to seek career advancement.

BLACK AND ETHNIC MINORITY GROUPS

The Company considers that it is in the interests of racial harmony, social justice and a more effective service to the community to provide equal opportunities and fair treatment for all its employees and job applicants regardless of race or colour. Applications are actively encouraged from suitably qualified people from black and ethnic minority groups.

DISABLED PERSONS

The Company actively encourages applications from suitably qualified disabled persons. All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

MONITORING

To ensure that the Company's Policy on Equal Opportunities is effective, all applicants are asked to indicate details of their sex, marital status, ethnic origin and disability in the Equal Opportunities Questionnaire issued with the application form. The information that you supply on your monitoring form will also be treated in strict confidence and will not be made available to the personnel responsible for the interview and selection procedures.

The information provided will be used solely for statistical purposes.

COMPLAINTS

Any internal applicant who feels that the above Equal Opportunities Statement has not been properly adhered to will have recourse to the Company's Grievance and Dispute Procedures.

Any external applicant should write to the HR Manager, Glasgow Life, 20 Trongate, Glasgow, G1 5ES (Phone No: 0141 287 5109) outlining the reasons for the complaint within three weeks of notification of the outcome of any application for employment. Such complaints will be dealt with in accordance with Glasgow Life Glasgow Complaints Procedure, copies of which may be obtained from the above address.