

Racial Equality Policy

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Our Statutory Duties

Under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), Quest has the following general duties:

- To eliminate unlawful race discrimination
- To promote equality of opportunity
- To promote good relations between people from different racial groups

Quest also has the following specific duties:

- To prepare a written statement of its policy for promoting race equality
- To put in place arrangements for implementing the policy, publicizing its contents and the results of the company monitoring of its effectiveness
- To assess the impact of company policies on employees and consultants of different racial groups
- To monitor, by reference to those racial groups, the admission and progress of employees and the recruitment and career progress of staff

Our Commitment, Aims and Values

Quest affirms that ethnic minority individuals are entitled to the same equal rights, responsibilities and opportunities as the majority population. Our company strives to ensure that, whatever the heritage and origins of members of Quest's team, everyone is equally valued and it is expected that everyone will be treated with respect.

We will work towards the elimination of racism whether overt, covert, or by omission, and we will ensure that individuals HAVE equal access to our projects.

Code of Practice

Quest's policies and practices are designed and conducted to ensure that when employment decisions are made they are based solely on the skills and qualities required for the job and that they comply with relevant legislation. People of equal potential should have equal probability of being employed and, once appointed, will have equal access to development opportunities and promotion.

All posts will be advertised and will have a job and person specification, which reflects the nature of the post. All job and person specifications and job advertisements will aim to be free of criteria which may discriminate against particular categories or groups of persons or which might be considered to discourage a potential applicant, e.g. on grounds of their gender, age, sexual orientation, disability, race, ethnic or national origin, or marital status. The only exceptions shall be where the employment category is exempted by legislation.

If candidates feel that discrimination has occurred during recruitment then they may raise this matter through the appropriate grievance procedure or harassment policy. External candidates should in

the first instance contact Quest Management team. The criteria used for the selection of staff for redundancy will be objective and free from bias or discrimination.

Division of Responsibilities

Managers are responsible for ensuring that:

- ✓ They are aware of Quest's statutory duties in relation to race and ethnicity legislation and the content of this Policy
- ✓ All aspects of the company policy and activity are sensitive to race and ethnicity issues
- ✓ The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
- ✓ Quest's publicity materials present appropriate and positive messages about minority ethnic groups
- ✓ Our induction programme reflect Quest's commitment to promote equality of opportunity
- ✓ They give a consistent and high-profile lead on race equality issues
- ✓ They promote the race equality policy inside and outside the company
- ✓ They make sure that the race equality policy and its procedures are followed
- ✓ They put the policy and its strategies and procedures into practice
- ✓ They make sure that all employees and consultants know their responsibilities, and receive support and training in carrying these out
- ✓ They follow the relevant procedures and take action against employees or consultants who discriminate for reasons of race, colour, nationality or ethnic or national origins.

Employees and consultants are responsible for ensuring that:

- ✓ They are aware of Quest's statutory duties in relation to race and ethnicity legislation and the content of this Policy
- ✓ Their schemes of work demonstrate sensitivity to issues of cultural diversity
- ✓ They challenge inappropriate behaviour
- ✓ They deal with racist incidents, and are able to recognise and tackle racial bias and stereotyping
- ✓ They promote race equality and good race relations, and avoid discrimination against anyone for reasons of race, colour, nationality or ethnic or national origin
- ✓ They keep up to date with the law on race relations, and take up training and learning opportunities

Contractors and service providers are responsible for ensuring that:

- ✓ The race equality policy and any race equality conditions in contracts or agreements are followed.

Dealing with Breaches of the Policy

Every opportunity will be taken to promote and raise awareness of Quest's Racial Policy. Should any employee or consultant of Quest not follow the requirements of this policy, then they will be dealt with under the appropriate procedure such as the Disciplinary Procedure. Contractors, members of the public, and service providers will be advised of the implications of any breach of the policy which may include the cessation of the existing relationship between them and the company.

Review and Consultation

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice. Policy is accessible to all employees and consultants on the company web site and it is included in Quest corporate handbook. This policy should not be read in isolation, but cross-referenced with all relevant Quest employment policies.

Managing Director
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