



NSA policy on equality, inclusion and diversity

Statement of policy. The terms equality, inclusion and diversity are at the heart of this policy.

- Equality means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.
- Inclusion means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.
- Diversity means the celebration of individual differences amongst the workforce.

We actively support diversity and inclusion and ensures all employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential. We recognise that discrimination is unacceptable, hence the decision to have a formal policy. Breaches of the policy lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. In addition to the policy being available to employees in the NSA Employee Handbook, we ensure the policy is circulated to any agencies responsible for our recruitment and made known to all applicants for employment. The policy is communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. The policy is implemented in accordance with the appropriate statutory requirements and full account is taken of all available guidance and in particular any relevant codes of practice. We maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Recruitment and selection. The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We endeavour through appropriate training to ensure employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions. Promotion and advancement is made on merit and all decisions relating to this are made within the overall framework and principles of this policy. Job descriptions are in line with this policy and job requirements reflected accurately in any personnel specifications. We adopt a consistent, non-discriminatory approach to the advertising of vacancies. We do not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. All applicants who apply for jobs with us receive fair treatment and are considered solely on their ability to do the job. All employees involved in the recruitment process periodically review their selection criteria to ensure they are related to the job requirements and do not unlawfully discriminate. Short listing and interviewing is carried out by more than one person where possible. Interview questions are related to the requirements of the job and are not of a discriminatory nature. We do not disqualify any applicant because they are unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job. Selection decisions are not influenced by any perceived prejudices of other staff.

Training and promotion. Senior staff receive training in the application of this policy to ensure they are aware of its contents and provisions. All promotion is in line with this policy.



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Monitoring. We maintain and review the employment records of all employees in order to monitor the progress of this policy. Monitoring may involve:

- collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure is reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration is given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.