

ADVANCE 2 GO GROUP

COMMUNITY INTEREST COMPANY

Equal Opportunities Policy

Our commitment to fairness, inclusion and non-discrimination

Version 1.0

Approved by: Michael Giles LLB (Hons), Founder & Director

Date: May 2025 | Review date: May 2026

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1. Policy Statement

Advance 2 Go Group CIC is committed to promoting equality of opportunity for all people — both those who use our services and those who work for us. We believe that everyone deserves to be treated with dignity and respect, and that diversity makes us stronger.

We are particularly committed to fair treatment of people with criminal convictions, who face significant and often unjust discrimination in the employment market. This commitment to fairness is the founding principle of our organisation and extends to all protected characteristics.

2. Scope

This policy applies to:

- All job seekers and candidates who access our services
- All employers and partners who work with us
- All staff, volunteers and consultants
- All activities carried out in the name of Advance 2 Go

3. Protected Characteristics

We will not discriminate, directly or indirectly, against any person on the grounds of any protected characteristic as defined by the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

In addition, Advance 2 Go will not discriminate against any person on the grounds of their criminal record, except where a specific conviction is directly relevant to a specific role and disclosure is lawfully required.

4. Types of Discrimination

We will not engage in or tolerate:

- Direct discrimination — treating someone less favourably because of a protected characteristic
- Indirect discrimination — applying a provision, criterion or practice that disadvantages people with a protected characteristic
- Harassment — unwanted conduct related to a protected characteristic that violates dignity or creates an intimidating environment

- Victimisation — treating someone unfairly because they have raised a discrimination concern

5. Recruitment and Employment

Advance 2 Go is a Ban the Box employer. We do not ask about criminal convictions on initial application forms. When we recruit staff or volunteers, we will:

- Advertise all roles openly and accessibly
- Base all recruitment decisions on skills, experience and ability to do the role
- Make reasonable adjustments for applicants with disabilities
- Not ask about criminal convictions until after interview, and only consider convictions that are directly relevant to the role
- Pay at least the National Living Wage to all workers

6. Service Delivery

In delivering our services, we will:

- Treat all candidates and clients with equal dignity and respect
- Not make assumptions about suitability based on any protected characteristic
- Make reasonable adjustments to ensure our services are accessible
- Monitor the diversity of those we serve and report on outcomes by characteristic

7. Complaints

Any person who believes they have been discriminated against by Advance 2 Go should contact the Director at michael@advance2go.co.uk. Complaints will be investigated promptly and fairly. Where discrimination is found to have occurred, appropriate action will be taken.

8. Policy Review

This policy is reviewed annually. Last reviewed: May 2025. Next review: May 2026.