



EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. The company recognises that discrimination is unacceptable. Equality of opportunity is a feature of our practices and procedures and we operate a formal equal opportunities policy. Breaches of the policy will lead to investigation and, if appropriate, further action.
2. The aim of the policy is to ensure that workers are not 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.
3. The company will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all workers and made known to all applicants for work.
4. The policy will be communicated to all contractors reminding them of their responsibilities towards equality of opportunity.
5. The company will maintain a neutral working environment in which no worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The company will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. A consistent, non-discriminatory approach to the advertising of vacancies will be adopted.
3. Recruitment will not be confined to areas or media sources that provide only, or mainly, applicants of a particular group.
4. All applicants who apply for work will receive fair treatment and will be considered solely on their ability to do the work.
5. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related work requirements and do not unlawfully discriminate.
6. Interview questions will be related to the requirements of the work and will not be of a discriminatory nature.
7. A worker will not be disqualified because he/she is 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 work.
8. Selection decisions will not be influenced by any perceived prejudices of other staff.