

Solutions Recruitment Limited - Equal Opportunities Policy

Policy statement

This is a Solutions Recruitment Limited policy which applies to each operating subsidiary hereafter referred to as "the Company". Each such company will have responsibility for the implementation and operation of this policy. Solutions Recruitment Limited is committed to providing a workplace that is free from discrimination, harassment and victimisation for the benefit of all and to ensuring that all employees, job applicants and customers are treated with dignity and respect.

The purpose of this policy is to ensure that no employee, job applicant or customer receives less favourable treatment on the grounds of their gender, marital status, age, race, colour, nationality, ethnic or national origins, sexual orientation, gender re-assignment, religion or belief, creed, disability, caring responsibilities, class or trade union membership or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Why establish equal opportunities?

Equality of opportunity leads to the best use of talents, skills and knowledge, maximising the potential of individuals and enhancing the quality of service provided by:

- removing artificial and irrelevant barriers to recruitment, training and promotion
- drawing from the widest pool of possible talent
- assisting in the achievement of business objectives.
- promoting a positive working environment, fairness and equal opportunities for all
- ensuring that the structure of the workforce reflects the diversity of the population it serves

Implementation of equal opportunities

The overall responsibility for the promotion, co-ordination and review of equal opportunities policies lies with the Directors of the Company. Specific responsibility for the practical development and assessment of programmes of action rests with those staff involved with recruitment and selection, training and development and staff management. The trade unions (where applicable) fully support equal opportunities and implementation of the policy.

Responsibility as Managers/Supervisors

Managers / Supervisors have a responsibility to ensure that discrimination, harassment or victimisation is not carried out either by themselves, or by the staff within their line management responsibility.

Responsibility as an Employee

Each employee and job seeker has a responsibility for the practical application of equal opportunities in their day-to-day activities and working relationships with colleagues and customers and to ensure that they do not carry out any acts of discrimination, harassment or victimisation.

The Equal Opportunities Policy will be periodically reviewed to ensure that it continues to reflect good practice and legal requirements and is amended as appropriate.

The law

Solutions Recruitment Limited recognises its legal obligation to act within the existing and forthcoming equal opportunities legislation, with reference to:

- The Equal Pay Act 1970
- The Sex Discrimination Acts 1975 and 1986
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Age) Regulations 2006

The Company further supports the spirit and intent of the Codes of Practice accompanying these laws.

It also acknowledges that unfair treatment can occur on grounds such as family and caring responsibilities (once notified by the employee, customer, or job seeker), age, sexual orientation, religion, political belief, class and trade union activity and it extends the principles of equal opportunities to those factors and in line with European directives and forthcoming UK legislation.

Areas for action

Action will be taken to ensure that this policy is fully implemented. We will:

- Ensure all our employees are aware of their personal responsibility for exhibiting behaviours which support our Equal Opportunities Policy by providing awareness training and guidance, as and when required
- Examine and review existing procedures for recruitment and selection to ensure that selection criteria and procedures are objective and relevant providing for individuals to be selected, promoted and treated solely based on merits and abilities appropriate to the job
- Provide training and guidance for all those involved in recruitment and selection decisions.
- Ensure that equal opportunities are integrated into all training concerned with selection of skills, staff assessment and counselling, staff development, customer care and the management and supervision of people on a day-to-day basis.
- Break down any barriers relating to equality of opportunity to ensure that people who are under-represented realise their full potential.
- Promptly and fully investigate all complaints of discrimination and harassment followed by appropriate action.

Grievance and discipline

Employees who believe that they have been subject to unfair or unlawful discrimination, racial or sexual abuse or harassment as covered by the applicable law, should raise their concern through the grievance procedure. Where such grievances may relate to the normal line of supervision or management, individuals may approach the nominated manager.

Unfair and unlawful discrimination, including racial and sexual harassment will not be tolerated and are defined as offences of gross misconduct within the Company's disciplinary procedure. Any such offences will be dealt with under the disciplinary procedure and may lead to dismissal from employment.

Monitoring progress

The Company will examine the effects of the policy and areas identified for action on a regular basis. Data on equal opportunities will be collected, analysed and interpreted across the Company. The objectives of such monitoring are:

- to identify areas of and reasons for under-representation of sections of the workforce
- to assess the effects of employment procedures and practices and identify any unintentional adverse impact on particular groups
- to enable appropriate corrective action to take place, including taking positive steps/ action, if appropriate
- to enable the Company to review its equal opportunities policy and amend it accordingly where required
- to enable the identification of persistent/ongoing areas of harassment whether by individuals or groups of individuals

Communication of equal opportunities policy

The policy and areas identified for action must be communicated widely and effectively throughout the workforce and to potential employees. The Company undertakes to fulfil this intention by ensuring that a copy of the policy is displayed within each depot, office and workplace. It will be distributed to all employees, and new employees will receive a copy at the time of their engagement.