

EQUALITY AND DIVERSITY POLICY STATEMENT

Introduction

Integrum Power Engineering Ltd recognises that it is essential to promote equality and diversity without discrimination. This policy sets out the company's position on equality and diversity in all aspects of employment, training, and assessment, including recruitment and promotion. Guidance and encouragement is given to employees, trainees and assessment candidates at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation, or religion.

Statement of Policy

It is the policy of Integrum Power Engineering Ltd to ensure that no job applicant, employee, training delegate or assessment candidate receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The company is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of its business.

It is the policy of Integrum Power Engineering Ltd that adhering to the Equality and Diversity Policy, combined with relevant policies and practices, maximises the effective use of individuals in the best interests of the company, its employees, training delegates and assessment candidates. The company recognises the great benefits in having a diverse workforce and training and assessment cohort with different backgrounds, solely employed, trained or assessed on ability.

The application of recruitment, training, assessment and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

All employees, trainees and assessment candidates of Integrum Power Engineering Ltd will be made aware of the provisions of this policy.

Recruitment and Promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

Integrum Power Engineering Ltd will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

The company will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equality and diversity for all.

Training

Employees, including all Trainers and Assessors, will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the General Manager.

The stated Equality and Diversity Policy applies equally to training delegates and assessment candidates. All training delegates and assessment candidates will be made aware of this policy and encouraged to raise identified policy breaches through the training and assessment Complaints Procedure.

Grievances and Victimisation

Integrum Power Engineering Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the company's Disciplinary Procedure.

Any complaints of discrimination by an employee will be pursued through the company's Grievance Procedure.

Any complaints of discrimination by any other person, including training delegates or assessment candidates, will be pursued through the company's Complaints Procedure.

This Statement represents our commitment to equality and diversity and will be reviewed annually to ensure its continued relevance and adequacy.

Signed:



Managing Director

August 2018