

Ampsail Limited specialises in the following activities;

- Design, Installation, Service & Maintenance of Building Services

This is a two-part document, providing a statement of policy followed by details of instructions to those involved with recruitment, selection and training.

PART 1 - POLICY STATEMENT

Ampsail Limited will take positive measures in respect of job applicants and staff to ensure that there is no discrimination, either direct or indirect, overt or unintentional, in respect of conditions of service, personnel policies and procedures, etc. on the grounds of race, colour, gender, sex, marital status, disability, religion, age, creed, nationality, ethnic or national origins, sexual orientation or social background.

Ampsail Limited recognises that it is good business practice to positively encourage the breakdown of barriers, which exist where one group predominates, although selection of candidates or staff for appointment, promotion and training will always be based on the merit and qualifications of the individual.

Ampsail Limited recognises that an equal opportunities policy requires regular reinforcement and monitoring of its effectiveness and therefore:

- The management team will have responsibility for ensuring effective implementation of the stated policy.
- Ensure that all personnel policies and procedures are regularly updated in the light of their practical application and that these policies and procedures include reference to equal opportunities.
- Ensure regular consultation with staff to review progress and amendments to policy and procedures.
- Ensure all staff have access to this Policy, and all new staff are given access on arrival.
- Ensure that direct or indirect discrimination does not occur during recruitment and other employment or contractual decisions and regularly monitor the ethnic records of job applicants and existing staff.



Joe Gallagher - Managing Director

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PART 2 - EQUAL OPPORTUNITY PRACTICES

Legislation

Ampsail Limited 's policy and practices include compliance with the provisions of the following legislation and any subsequent amendments or re-enactments.

- The Equality Act 2010
- The Equality and Human Rights Commission (EHRC)
- Provision under the Rehabilitation of Offenders Act

Recruitment and Selection

- In the process of recruitment and selection, the following points are to be considered by those responsible for these aspects in order to ensure opportunities are open to as wide a spectrum as possible.
- Job Advertisements designed to include those with a protected characteristic and to encourage their applications; for example, through the use of ethnic minority media channels.
- Recruitment and training schemes for school leavers designed to reach members of these groups.
- Wherever a vacancy occurs, a job description and, wherever possible, including a person specification will be produced, or reviewed, and vetted to ensure that there are no requirements or criteria which are unnecessary to the post and have the effect of excluding applicants with a protected characteristic.
- When placing advertisements, those will ensure that the media channels used cover a full range of group within the marketplace.
- Where one group is under-represented, then consideration will be given under Section 159 of the Equality Act whereby positive action is permitted although, actual selection will be on the merits and qualifications of each individual irrespective of group.
- Advertisements will be vetted to ensure there is no direct or indirect discrimination in contravention of legislation.
- Short listing will be carried out against the objective criteria set out in the job description and person specification and will not take account of factors irrelevant to the post, e.g. cultural and religious background.
- Interviewers receive prior training in interviewing techniques and are aware to the Company's policy regarding equal opportunities.
- More than one person will always interview a job applicant.
- Interview questions will be related to the requirements and circumstances of the job and will not be of a discriminatory nature.
- Selection decisions must not be influenced by discrimination.

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Training, Promotion and Career Development

- Training, promotion and career development opportunities will be offered equally to all staff and ethnic origins will be included in all training records.
- Encouragement should be given to staff within minority groups to apply for promotion or transfer opportunities.
- Opportunities are to be made available for training for promotion or skill training for staff of minority groups who show overall potential but lack expertise in specific areas. Training may include language training.
- Age limits for entry to training or promotion will not be unnecessarily restrictive so as to exclude certain groups of staff.

Personnel Policies and Procedures

- Direct discrimination during employment or contract will be treated as disciplinary offences under the disciplinary procedure.
- Staff with a grievance about discrimination, victimisation, harassment will be treated with due attention and the matter dealt with effectively.
- All personnel policies will be updated regularly to encompass any new legislation with regard to its equal opportunities policy and procedures.

Employment Law

- The general principles referred to above are covered in the Company's Terms and Conditions of Employment or contract issued to all staff on joining the Company.

Monitoring of Policy

- For this policy to be fully effective, the make-up of the existing workforce will be regularly monitored for diversity within the company and records kept.
- If it is found that a particular group is under-represented in the company, we shall encourage persons from these groups to apply for positions.

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