

EQUAL OPPORTUNITIES POLICY

STATEMENT OF INTENT



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 employees 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, social background or sexual orientation.

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 employees 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 Partners 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 has their own copy of this Policy, and all new staff are given a copy on arrival.
- Ensure that direct or indirect discrimination does not occur during recruitment and other employment decisions and regularly monitor the ethnic records of job applicants and existing employees.

Authorised by: _____

A handwritten signature in black ink, appearing to read "Joe Gallagher", is written over a horizontal line.

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 Sex Discrimination Act (*as amended*)
- The Equal Pay Act
- The Race Relations Act
- The Disability & Discrimination Act
- The Age Discrimination Act
- The Commission for Racial Equality (CRE) Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment.
- 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 staff responsible for these aspects in order to ensure opportunities are open to as wide a spectrum as possible:
- Job Advertisements designed to reach members of minority groups and to encourage their applications; for example, through the use of the ethnic minority press, as well as other newspapers.
- Use of employment agencies and careers offices in areas where minority groups are concentrated.
- Recruitment and training schemes for school leavers designed to reach members of these groups.
- Wherever a vacancy occurs, a job description and, wherever possible, 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 from particular groups.
- When placing advertisements, the Director responsible will ensure that the media used cover the full ranges of groups within the marketplace.
- Where one sex is under-represented then consideration will be given under Section 48 of the Sex Discrimination Act to positive encouragement to persons of that sex although actual selection will be on the merits and qualifications of each individual irrespective of sex.
- 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 with regard to equal opportunities. The policy and practices document is to be studied and understood by all those responsible for interviewing job applicants.
- 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 race, sex, etc.

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 employees within minority groups to apply for promotion or transfer opportunities.

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- Opportunities are to be made available for training for promotion or skill training for employees 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 racial, sex, etc. discrimination during employment will be treated as disciplinary offences under the disciplinary procedure.
- An employee 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 Policy

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

Monitoring of Policy

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

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