

Equal Opportunities & Diversity Policy Statement

Inner City Scaffolding is committed to a policy of equal opportunities regardless of the ethnic origin, colour, sexual orientation, religion, disability, political belief, age and membership or non-membership of a trade union, unless there shall be sustainable justification for the treatment in question, of its employee's and will not countenance or support unjustifiable acts of discrimination by any of our employees.

This policy applied to all staged of employment at Inner City Scaffolding, including recruitment and selection through to training, development and disciplinary procedures.

Any employee who harasses any other employee on the grounds above, will be subject to the company's disciplinary procedures.

In serious cases, such as behavior will be deemed to constitute for gross misconduct and as such will result in dismissal in the absence of credible mitigating circumstances.

Therefore, I will ensure that Inner City Scaffolding will: Recognise

- Fulfil its social responsibility toward its employees and the communities in which it operates.
- Recognise its legal obligations under 'The Race Relations Act', 'The Sex Discrimination Act', 'The Equal Pay Act' and 'The Disabled Persons Employment Act'
- Review periodically, its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
- Seek to give all employees equal opportunities and encouragement to progress within the organisation by implementing a positive action programme.
- Distribute and publicise this policy statement throughout the company and elsewhere as is appropriate.
- Provide facilities for any employee who believes that inequitable treatment has been applied to them within the scope of this policy, to raise the matter through the appropriate grievance procedure.
- Provide within the action programme, to all employees training which may improve their prospects within the company and which will enhance their understanding of the need for an equal opportunity programme.
- All employees have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon managers, supervisors and staff professionally involved in recruitment, employee administration and training.

To uphold our policy, the company will undertake the following:

Recruitment

- Guarantee that job titles are not sex or age biased and are accurate.
- Avoid unnecessary job criteria in personnel specifications when recruiting new employees.
- Verify that job requirements are really necessary to do the job and are not reflections of traditional practices that may be operating to the disadvantage of men or women, minorities, the mildly disabled or older people.
- Safeguard against sex/race stereotyping, especially in illustrations, advertisements and company literature.
- Ensure that recruitment methods used are fair to all potential applicants and do not effectively screen out minorities or members of one sex.
- As a general rule, not use age as a primary discriminator in recruitment and selection.
- Ensure that only trained or experienced interviewers conduct preliminary selection interviews.
- Ensure that interviewers avoid questions that could be construed as discriminatory.

- It is unlawful to request information on the candidate's health prior to offering a position, unless it is intrinsic to the position.
- Maintain interview notes and records of all applicants.
- The successful applicant to provide the appropriate document(s) before you make them an unconditional job offer

Once the worker has presented the necessary document(s), you must:

- Satisfy ourselves that the document(s) are valid and genuine, and have not been tampered with
- Check that any photographs and birth dates on the documents match the applicant's appearance
- Check information in the job application against the documents to ensure the details match up
- Check that the document(s) allow the worker to do the work on offer

Training and Promotion

- Ensure that all staff and minorities regardless of their sex are being trained and developed along with other employees and have the same opportunities for progression within the Company.
- As a general rule, not use age as a primary discriminator in training and promotion decisions.
- Examine selection criteria for training and promotion opportunities to ensure they do not indirectly discriminate.
- Monitor the progress of all trainees against the equal opportunities policy and its requirements.
- Ensure that equal standards are being operated when undertaking performance reviews and assessments.
- Where appropriate encourage all staff and minorities, regardless of their sex, to put themselves forward for training and promotion.

Publication & Responsibility Of This Policy

- The contracts director responsible for personnel will have overall responsibility for implantation and monitoring of the policy.
- Managers are responsible for ensuring that equal opportunities are promoted within their departments.
- Each manager or supervisor must ensure that all employees are aware of their responsibility not to discriminate and every employee has an obligation not to practice discrimination in carrying out their duties.
- Information will be disseminated to ensure that the requirements of the policy are complied with.
- Ensure that all employees, especially new employees and those in positions of authority are made aware of this Policy.

Monitoring & Review

- The provisions of this policy will be monitored and reviewed at regular intervals, and positive action will be taken to remedy any defects.

Signed: _____

Matthew Phillips
Managing Director

Dated: 6th September 2018
Review Date: September 2019