



EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY (RACE RELATIONS)

Recruitment

The aim of Workspace Design and Contracts is to recruit employees on a fair and non-discriminatory basis.

Vacancy advertisements will be placed in positions of greatest access to a wide community. These include local and regional newspapers and local job centres. Recruitment only by word of mouth should not be practised (and is also illegal).

Wording of advertisements will not place unfair restrictions or requirements on a particular racial group or groups and qualifications necessary for the effective performance of the job.

The phrase "An Equal Opportunity Employer" must be included on all adverts.

Selection

The aim of Workspace Design and Contracts is to select employees on a fair and non-discriminatory basis.

Applicants will be measured solely against the requirements of the job. Only application forms approved by the responsible person in charge of this policy are to be used and these will include a space for applicants to declare their ethnic origin.

The company will monitor these forms to ensure compliance with the requirements of this policy.

Promotion

The aim of Workspace Design and Contracts is to promote employees on a fair and non-discriminatory basis. The criteria for promotion are to be based solely upon an employee's record of achievement and ability to carry out their new duties.

Records of the ethnic origin of promoted employees will be kept (for monitoring purposes only).

The company will periodically review the promotion procedure in conjunction with the above records.

Training

The aim of the policy is to ensure that all its employees have equal access to training and development opportunities.

The training and development register will include a record of the ethnic origin of all employees in order to monitor compliance with the above aim.

Those persons responsible for recruitment, selection and promotion will receive ongoing training in equal opportunities.

Dismissal (including Redundancy) and Other Detriment

The aim of Workspace Design and Contracts is to ensure that it does not unlawfully or unfairly discriminate on racial grounds in dismissal, redundancy or other detriment to an employee.

The procedures and criteria used in these matters will not directly or indirectly discriminate against a particular racial group or groups.

The company will keep a record of the ethnic original of all employees dismissed or selected for redundancy in terms of their ethnic origin and grade.

Positive Action

Wherever possible, Workspace Design and Contracts will take positive action to encourage the selection, training and promotion of a racial group or groups that are found to be under-represented at a particular grade or occupation.

Monitoring

To ensure the effectiveness of this policy Workspace Design and Contracts monitors the makeup of its existing workforce by keeping a record of their ethnic origin and grade. The recruitment and selection process is monitored by keeping a record of the application rate, those short-listed for interview and job starters in relation to their ethnic origin and grade. Records regarding promotion, training, dismissal (including redundancy) and other detriment will also be monitored to ensure compliance with this policy.

This information is carefully and regularly analysed in order to identify areas which may need particular attention and where necessary changes to this policy will need to be made.

Grievance, Disciplinary and Disputes Procedures

Grievances and complaints regarding discrimination will always be investigated by Workspace Design and Contracts at no personal or professional cost to the employee concerned. Employees found to have committed a racially discriminatory act, e.g. racial harassment, verbal or racial abuse, physical violence, will have disciplinary procedures brought against them. These are serious employment issues and are in breach of the Race Relations (Amendment) Act 2000.

Disabilities

It's against the law for employers to discriminate against employees because of a disability. The Equality Act 2010 protects our employees and covers areas including:

- application forms
- interview arrangements
- aptitude or proficiency tests
- job offers
- terms of employment, including pay
- promotion, transfer and training opportunities
- dismissal or redundancy
- discipline and grievances

➤ **Reasonable adjustments in the workplace**

Workspace Design and Contracts has to make 'reasonable adjustments' to avoid their employees being put at a disadvantage compared to non-disabled people in the workplace. For example, adjusting their employees' working hours or, providing their workers with a special piece of equipment to help them do the job.

➤ **Recruitment**

Workspace Design and Contracts recruiting staff may make limited enquiries about their employees' health or disability.

Workspace Design and Contracts employees can only be asked about their health or disability if it is:

- to help decide if they can carry out a task that is an essential part of the work
- to help find out if they can take part in an interview
- to help decide if the interviewers need to make reasonable adjustments for their employees in a selection process
- to help monitoring
- if they want to increase the number of disabled people they employ
- if they need to know for the purposes of national security checks

Employees may be asked whether they have a health condition or disability on an application form or in an interview. Employers need to think about whether the question is one that is allowed to be asked at that stage of recruitment.

Management of Policy

The Director responsible for the implementation of this Policy is James Ross. All complaints and queries will be dealt with by him in the strictest confidence.

Policy Statement

Workspace Design and Contracts is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependents, religion, trade union activity and age.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees.

Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and in all other ways treated on the basis of their relevant merits and abilities.

All employees will be given equality of opportunity within company's service and will be encouraged to progress within the organisation.

It is the duty of all employees to accept their personal responsibility in the implementation of the Policy. At the same time, the company acknowledges that specific responsibilities fall upon management, supervision and individuals professionally involved in recruitment and employee administration.

Any employee who believes that he or she has been unfairly treated in any sense associated with this policy entitled is to raise the matter through the appropriate grievance procedure.

The company is committed to a programme of action to make this policy fully effective.

Signed:  Date: 13th March 2019

James Ross
Director Responsible for Health and Safety