

Equal Opportunities in Employment Policy

Outline

NETCO management Services Ltd recognize that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker under contract is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant codes of practice.

We will maintain a neutral working environment in which no employee, worker or contractor feels under threat or intimidated.

Recruitment and Selection

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person and where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Application of employment conditions

NETCO Management Services Ltd are committed to promoting good employment practices in respect of all current and prospective employees and strives to guard against activities or actions which disadvantage any sections of the community.

The policy embraces all aspects of employment including terms and conditions of employment, training and development, pay structures and managerial responsibilities. In all aspects NETCO will actively seek to remove any barriers to employment, training or progression within the company that may arise from race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

Responsibility

The Directors are responsible for the implementation of the policy throughout the company and should ensure that all managers and staff are aware of the policy and its application. All employees have the responsibility to foster good employee relations and to follow fair employment practices. Their attitude and activities with regard to these matters are of crucial importance. No employee should be discriminating in their actions or attitudes and should not induce or attempt to induce other employees to discriminate and should not harass, abuse or intimidate other employees on grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

All employees have a responsibility to treat their colleagues with dignity and respect.

Monitoring

NETCO Management Services Ltd undertakes to regularly review, every three years, its practices and policies and ensure the policy is consistently adhered to throughout the company.

Any complaints of discrimination, harassment or victimization will be treated seriously, investigated and dealt with through the company's internal grievance procedure.

This policy can be made available in other languages and formats on request.

As a contract delivery organization NETCO Management Services Ltd will take due consideration of all contract needs and additional requirements.

References

Equality Act 2010
Disability and Discrimination Act 2005
Working Time Regulations 2003
Health and safety at Work Act 1974