



# EQUAL OPPORTUNITIES POLICY CSP07

## Objective

This equal opportunity policy provides guidance on how Code Serve LTD ensure that the company open and accessible to all groups.

## Responsibility

All employees

## Reference Documents

Contract of Employment

Page	Issue		Revision Details	Prepared	Authorised
	Rev	Date			
All	0	21/08/2016	Original	G.Rees	D.Dark
All	A	17/07/2017	Format Layout Changed	G.Rees	D.Dark
All	A	17/07/2018	Annual Review	G.Rees	D.Dark
All	A	12/07/2019	Annual Review	G.Rees	D.Dark
All	A	19/02/2020	Audit Review	G. House	D. Dark



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## 2 1 SCOPE

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This instruction applies to all Code Serve employees.

## 3 2 POLICY

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### 4 2.1 POLICY STATEMENT

- 2.1.1 It is the Company's policy to ensure that employees are recruited, developed, remunerated and promoted based on their skills and suitability for the work performed.
- 2.1.2 The Company is committed to making full use of the talents and resources of all its employees, and to ensuring that no job applicant, employee, temporary or agency staff, or contract labour receives unjustified less favourable treatment on the grounds of their colour, nationality, race, religion/belief, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age or sexual orientation.
- 2.1.3 All employees, agents, temporary or agency staff and contractors will be made aware of the provisions of this policy and are required to ensure that the policy is carried out in its entirety.

### 5 2.2 RECRUITMENT AND PROMOTION

- 2.2.1 The Company will ensure that information about vacant posts is circulated as widely as possible in the circumstances to ensure that it reaches all sections of the community.
- 2.2.2 No recruitment literature or advertisements will imply a preference for any one group of applicants, unless there is a genuine occupational qualification which limits the post to a particular group, in which case this will be clearly stated.
- 2.2.3 Recruitment and employment decisions will be made based on fair and objective criteria.



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## **6 2.3 JOB DESCRIPTIONS AND WORKING PATTERNS**

- 2.3.1 Job descriptions and/or person specifications will include only those requirements, qualifications and characteristics that are essential or desirable for the effective performance of the role. It will be made clear which items are essential and which are only desirable.
- 2.3.2 Whilst the standard hours of a job and/or that it is full time will be indicated, if an employee or applicant wishes to propose some other pattern of work and the statutory conditions are complied with, this will be carefully considered and rejected only if it is justified.

## **7 2.4 SELECTION**

- 2.4.1 All selection interviews and short listing will be conducted on an objective basis and deal only with the individual's suitability for the job, considering their skills and experience.
- 2.4.2 Questions will not be asked during interview about a candidate's personal and domestic circumstances or plans unless they relate to the job requirements and will then be asked of all candidates for the post.

## **8 2.5 TRAINING**

- 2.5.1 In accordance with the Code Serve training procedures employees will be provided with appropriate training (depending on the needs of the business) to enable them to improve their performance and to achieve the performance standards and targets set for them by the Company.

## **9 2.6 DISABILITIES**

- 2.6.1 For disabled staff, opportunities for promotion, access to benefits and facilities of employment will not be unreasonably limited and all reasonable adjustments will be made.
- 2.6.2 All reasonable measures will be taken to ensure that disabled staff are given the opportunity to participate fully in the workplace, in training and career development opportunities.

## **10 2.7 MONITORING**

- 2.7.1 In accordance with recommended practice, the Company monitors the ethnic, gender and disability composition of its staff and applicants for jobs on an anonymous basis.

## **11 2.8 HARASSMENT**

- 2.8.1 The Company will take all reasonable measures to ensure that employees, temporary or agency staff, contractors, suppliers and customers are not subjected to harassment on any grounds.

## **12 2.9 RESPONSIBILITIES**

- 2.9.1 The Company will ensure that all its policies and procedures are kept regularly under review to ensure that they operate within this equal opportunity policy.



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- 2.9.2 Managers have responsibility for the implementation of this policy, but all employees are required to ensure that the policy is maintained and implemented.
- 2.9.3 Any employee who fails to observe the principles of this policy will be subject to the Company's disciplinary policy
- 2.9.4 Serious breaches of this policy, including harassment and bullying of any nature, may result in summary dismissal.

### 13 2.10 COMPLAINTS

- 2.10.1 In the first instance, if you have any complaints relating to equal opportunities you might prefer to raise the matter informally, either directly with the individual concerned, or with your manager.
- 2.10.2 Alternatively, or if your complaint cannot be resolved informally, your complaint should be reported formally in writing to your manager who will investigate the matter in accordance with the Company's grievance procedure.
- 2.10.3 Complaints of harassment must be dealt with in accordance with the Company's separate harassment policy.
- 2.10.4 In the event of an allegation of an individual being in breach of this Equal Opportunities Policy then the Company's disciplinary procedures and measures will be applied.



Recoverable

Signature

X

A handwritten signature in black ink, appearing to be "Dan Dark".

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Dan Dark  
Director

Signed by: 5ac9fc91-5c30-4b11-a616-  
0d624f51a842

