

KGB Cleaning South West Ltd

Equal Opportunities Policy



KGB Cleaning South West Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunities in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of gender, race, disability, colour, nationality, ethnic or national origin, marital status, responsibility for dependants, part-time and fixed term contract status, age, sexual orientation, religion or trade union activity.

This policy is effective from the 25th May 2018 and will be reviewed on an annual basis.

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

All employees will have the equality or opportunity within the Company and will be encouraged to progress within the organisation.

To ensure that direct and 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.

All employees will be provided with a process and procedure for resolving grievances relating to discrimination or harassment.

Whilst the Managing Director takes responsibility for monitoring the effectiveness of this policy the successful implementation of this policy requires total commitment from the senior management team and all employees of the business.

John Nicholls, Managing Director

25th May 2018

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Action to Implement Policy

In order to put this policy of equal opportunities into practice in the day-to-day operation of the business, we will:

- set an action plan containing measurable and achievable objectives and targets.
- provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.
- monitor the existing workforce, application and effects of the policy.
- examine and review existing procedures for recruitment, selection, promotion and training.
- provide a process and procedure for resolving grievances about unfair discrimination and harassment.
- identify any scope for using lawful positive action training and encouragement, and then put the necessary arrangements in place.
- review the policy on a regular basis.

Senior managers to fully support this policy statement. All employees are responsible for playing their part in achieving its objectives.

Equal Opportunities Code of Practice

Aims

KGB Cleaning South West Ltd through its Equal Opportunities Policy aim to achieve the following objectives:

- to make full use of the talents and resources of all employees.
- to encourage good working relations within the organisation.
- that no person/s are discriminated against when applying for jobs.
- that all person/s are fairly represented within the structure of the Company.

Action

KGB Cleaning South West Ltd will support the obtaining of the aims of the Equal Opportunities Policy by:

- an Equal Opportunities Policy statement being issued to all new and existing employees.
- management and supervision being instructed to use the main theme of the policy statement in recruitment, training and career development practices in order to achieve the Company's policy objectives.
- providing training in the operation of the Equal Opportunities Policy to all levels of management, to ensure its implementation.

Recruitment

The recruitment process must result in the selection of the most suitable person for the job in respect of experience and qualifications.

It is against Company policy and against the law to discriminate either directly or indirectly in the grounds of gender, race, disability, colour, nationality, ethnic or national origin, marital status, responsibility for dependants, age, sexual orientation or religion at any stage of the recruitment process.

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In order to implement this policy, KGB Cleaning South West Ltd will:

- ensure all jobs are made open to all applicants except in the case of a job covered by a genuine occupational qualification.
- ensure that managers or recruiters make no assumptions or prejudgements about the suitability of any person/s for a particular job.
- ensure that no decision is made, or preference stated in advance regarding the outcome of the recruitment process.
- ensure that all applicants and existing staff are made aware of the Company's policy and practices on recruitment.
- ensure that this Company policy is included in the employee handbook, managers are advised and trained on the implementation of the Company's recruitment policy.

Recruitment Publicity

Recruitment publicity must positively encourage applications from all suitability qualified and experienced people.

Publicity must show that the Company offers opportunities at all levels to all people regardless of gender, race, disability, colour, nationality, ethnic or national origin, marital status, responsibility for dependants, age, sexual orientation or religion and it should avoid any stereotyping of roles. Recruitment solely, or in the first instance, by "word of mouth" or through recommendations of existing employees can be unlawful and should be avoided.

In order to achieve this KGB Cleaning South West Ltd will:

- submit a copy of the Company's Equal Opportunities Policy to all recruitment and advertising agencies with which the Company engages the services of.
- state that KGB Cleaning South West Ltd is an equal opportunities employer.
- ensure that job titles and job content is presented without bias to either gender, race, disability, colour, nationality, ethnic or national origin, marital status, responsibility for dependants, age, sexual orientation or religion.
- ensure that jobs are described in such a way that no qualified person is deterred from applying.
- ensure that there is nothing either in words or illustrations to indicate any role stereotyping.

Vacancies are advertised in a wide variety of ways to ensure that all groups are informed. Outlets should include appropriate newspapers, periodicals, competent employment agencies, job centres, careers offices, school, colleges and clubs.

Selection Process

It is vital that the selection process is carried out consistently for all jobs at all levels within our organisation and that it is seen to be fair and non-discriminatory.

Interviews

Interviews are to be conducted by trained personnel. All questions will be strictly relevant to the job. In no case will questions be asked, or assumptions made about a person's personal and domestic circumstances or plans. Where the requirements of the job will affect the candidates personal life, this should be discussed objectively.

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Information necessary for personnel records will be collected only when a job offer has been made.

Selection Criteria

Only those qualifications and skills, which are essential for the job, are to be established as criteria for selection. They may include educational and professional qualifications, experience and a basic understanding of the English language which is for Health and Safety reasons.

Requirements for formal academic or professional qualifications may be waived if candidates can demonstrate their suitability for the job by other means. The candidates previous experience and willingness to undergo further training will be taken into account.

Educational and Professional Qualifications

The Company should not insist on higher educational or professional qualifications than are strictly necessary for the job and should encourage applicants to undertake further education. In assessing educational qualifications, it should not be assumed that overseas degrees or diplomas are of a lower standard than their UK equivalent.

The Company may count experience as an equivalent to professional qualifications and that the value of past experience will be accurately assessed.

Training

Training is provided for all employees in order to increase their knowledge and skills. This has the advantage to the Company of greater efficiency and potential, while to the employee it opens new opportunities and prospects. It is the policy of the Company to provide training for any employee who needs or will benefit from it.

Further Education

The Company's policy is to encourage all employees to participate in further education. Assistance may be provided where a course can be shown to be of benefit to the Company as well as to the individual.

Career Development

As a Company, we recognise that person/s may be under using their abilities and qualifications therefore we are committed to identify such employees and provide them with opportunities to develop to their full potential.

Monitoring this Policy

KGB Cleaning South West Ltd recognise that monitoring is critical to the effectiveness of the Equal Opportunities Policy, therefore the Company will aim to:

- have a clear statistics of the composition of the workforce.
- identify concentrations of particular groups of people in certain areas and levels of work.
- indicate the effectiveness of the Equal Opportunities Policy.
- support management.
- show a commitment to equal opportunities.

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In order to implement this policy all information will be treated confidentially and be collected in accordance with the General Data Protection Regulations 2018.

The information collected will be used to ensure the success of this policy, identify any changes, and provide training opportunities and development of employees.

Grievance, Disciplinary and Appeal Procedure

The Company will not ignore or treat light any grievance or complaint from any employees on the assumption that they are over sensitive about discrimination.

Grievances and complaints regarding discrimination will be thoroughly investigated by the Company.

The Company has detailed within its employee handbook details of the disciplinary, grievance and appeal procedure which is issued at point of recruitment and is available throughout the length of employment to all employees.

Where there is evidence to suggest that an employee/s has/have committed a racially discriminatory act, e.g. racial harassment, verbal or racial abuse, physical violence, racial discrimination or inducing others to discriminate, this list is not exhaustive, then the disciplinary procedure will be invoked.

The Company will ensure that all employees are made aware of these procedures and that the management and supervision personal of the Company are adequately trained in the implementation of this policy and its procedures.

Responsibilities of Managers and Supervisors

Whilst the Managing Director takes responsibility for monitoring the effectiveness of this policy the successful implementation of this policy requires total commitment from the senior management team and all employees of the business.

All employees should be aware that a deliberate breach of our Equal Opportunities policy would be treated as a disciplinary offence.

John Nicholls, Managing Director

25th May 2018