

# Equal Opportunities Policy

This company aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) the company maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The company's long term aim is that the composition of our workforce should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being underrepresented in the workforce. Where necessary we will take special steps, (as permitted by the relevant Acts of Parliament) to help disadvantaged and under represented groups to compete for jobs on a genuine basis of equality.

The company's EOEP and the measures to implement this have been devised on the basis of advice from the relevant bodies as well as in consultation with appropriate employee representatives.

The director of personnel/company is responsible for the effective operation of the company's EOEP.

A copy of the EOEP is available from the personnel department or from one of the directors of the company.

The Company will fulfil its legal obligations under the Sex Discrimination Act 1975, Equal Pay Act 1970(as amended 2004), Race Relations Act 1976(As amended 2000) The Disability Discrimination Act 1995, The Employment Equality (Sexuality) Regulations 2003, The Employment Equality(Religion or Belief) Regulations 2003 and other European Union Directives such as that covering age.

## The Policy

### Vacancy Advertising.

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches under represented groups internally and externally.

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics etc. with significant minority group rolls, as well as to minority press/media organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunities.

### Aspull Electrical Services Ltd

124-128 Frog Lane  
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**Tel** 01942 247459  
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### **Selection and recruitment.**

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

### **Positive Action – Training, promotion and condition of service.**

Under represented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitable qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and under represented groups.

### **Personnel records.**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly and appropriate follow-up action taken.

### **General.**

The objectives of this EOEP are to:-

- Ensure that the company has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.

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The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the company. Behaviour or actions against the spirit or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may in some cases lead to dismissal.

Our main aim on employment is the basis of equal opportunities for all. This means that no person is discriminated against, barred from employment or, once employed prevented from undertaking training or other career development by reason of:

Race, Sex, Sexual Preference, Disability, Marital Status, Creed or Disadvantage.

In the workplace we seek actively to promote a climate that respects the individual integrity of all employees and that they do not suffer harassment by being a member of a minority group.

This company looks to promote the cause of equal opportunities in the workplace with all its suppliers, sub-contractors and customers alike.

P. DEAN  
DIRECTOR.

Dated...22nd November 2008

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