

## **Equal Opportunities Policy**

This Equal Opportunities Policy is a statement of the stance taken by Torclad Ltd as regards Equal Opportunities and is constructed and issued as an authoritative working document.

The Company is committed to the principles and practice of equal opportunities in employment. This policy covers Equal Opportunities in employment including advertising, selection, recruitment, training and development, promotion and redundancy.

The objectives of this policy are to **ensure the company has access to the widest labour market and secures the best employees for its needs irrespective of gender, marital status, race, ethnic origin, religious belief, belief, sexual orientation, disability and age.**

**Also, to ensure no current employee or applicant for future employment receives less favourable treatment and whenever practicable they are given the help they need to attain their full potential to the benefit of the company and themselves.**

This policy also extends to sub contractors, clients employees or representatives and members of the public where applicable.

To ensure that this policy is operated effectively (and for no other purpose) Torclad Ltd maintains lawful records of employees' and applicants' gender, marital status, race, ethnic origin, sexual orientation, religious belief, disability and age. Regular monitoring and analysis of such records provide the basis for appropriate action to eliminate unlawful direct, indirect and unintended indirect discrimination and promote equality of opportunity.

The Managing Director is responsible for the effective operation of this Equal Opportunities Policy. A copy of this statement is also posted on staff notice boards.

The policy is a declaration of the action taken to ensure Equal Opportunities for all employees and those being recruited and trained by the company.

This policy will be monitored and reviewed for effectiveness and will be updated in the light of any new legislative requirements or changes to best practice.

Signed  
Managing Director

August 2005

## Arrangements for compliance with equal opportunities policy

### **Job advertisements**

- Advertisements should encourage applicants from all suitably qualified and experienced people;
- All vacancies should be advertised internally and externally;
- All vacancy advertisements should include an appropriate short statement on Equal Opportunities;
- Advise all potential candidates who are Disabled that adjustments will be made to allow them to be interviewed if shortlisted and that that information will form no part of the sifting or decision making.

### **Selection and recruitment**

- The selection process will be carried out consistently at all job levels and will be fair and non-discriminatory. The recruitment process should result in the selection of the most suitable person for the job in respect of experience, qualifications or ability demanded by the job.
- Selection criteria (job description and employee specification) will be kept under regular review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job and are not tainted by discrimination of any form.
- If practical, more than one person should be involved in the recruitment process, and all should have received training in Equal Opportunities. All formal questions should be relevant to the job and no assumptions made about an applicant's private life, domestic circumstances or plans.
- Reasons for selection or rejection of an applicant must be recorded and may be given to the applicant.
- Under the Data Protection Act legislation and Code of Practice, applicants, interviewees, recruits and all employees have the right, on request and maybe the payment of a cover charge, to receive written information about themselves and their performance at interview etc.
- The Company will not insist on higher educational or professional qualifications than are necessary for the job. Wherever possible, past experience will be assessed and may count as an equivalent to professional qualifications. Overseas qualifications will not be assumed to be of a lower standard than their UK equivalents.
- Selection tests will be free of bias and non-discriminatory in content, in administration and scoring.
- All training and development opportunities will reflect the company's commitment to equal opportunities and will be made available equally to both full-time and part-time employees.

## **Interviews**

- The person or persons conducting a job or promotion interview should be conversant with the policy and spirit of the policy. If the candidate, by reason of ethnic origin or disability, has difficulty with the language or arrangements for the interview, the interviewer will ensure this does not prejudice the candidate's assessment.
- The company may consider pre-interview training of candidates to equip them better to compete at interview.
- Proceedings should be unhurried, with straight forward questions relevant to the vacancy. The current work and objectives of the Company will be explained and the candidate encouraged to ask questions which should be answered with patience and understanding.

## **Training**

- Training opportunities will be available for all and monitored on an annual basis with action taken if appropriate. Assistance with further education may be provided where a programme can be shown to be of benefit to the company as well as the individual employee.
- Under-represented groups should be encouraged to apply for employment and training opportunities, and training provided to enable them to compete on equal terms with external candidates. However, actual recruitment to all posts will be strictly on merit.
- If possible efforts should be made to provide appropriate facilities to meet the special needs of the disadvantaged and/or unrepresented groups. Disabled persons should be given reasonable adjustments to enable them to attend the interview and to perform in the job if successful. The company has a legal duty to make such adjustments.

## **Personnel records**

- If necessary, employees are, on request, able to check and correct their own records. Otherwise access to this data is strictly confidential. This then enables the company to conform with the 1995 Data Protection Directive as amended and the Data Protection Code of Practice Part two - employment records.

## **Premises**

- All reasonable modifications to company premises will be considered in accordance with the requirements of the Disability Discrimination Act, as and when the need arises, where failure to make such modifications would unduly discriminate against employees, potential employees or others.