**Equal Opportunities**

The aim of this policy is to ensure that no employee or job applicant is treated less fairly because of their belief, colour; race; age; religion; nationality; ethnic or national origin; sex, sexual orientation; gender; disability; being married or other conditions not justified in law or relevant to the performance of the job.

Every possible step will be taken to ensure individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, and career management are based solely on objective and job-related criteria.

The Company recognises the importance of securing the co-operation of employees and will review the implementation and further development of this policy.

Action under the Company’s disciplinary procedure will be taken against any employee who is found to have committed an act of improper discrimination, harassment or intimidation. Serious breaches of any policy that promote workplace equality will be treated as gross misconduct and could render an employee liable to summary dismissal.

If you suspect, there are discriminatory acts or practices you should bring these to the attention of Managing Director. We will not tolerate any act of victimisation or retaliation against an employee who has made allegations or complaints of sex or racial discrimination, or discrimination on the grounds of age, disability or sexual orientation, or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with our disciplinary procedure. We would expect our employees to support colleagues who suffer such treatment and are making a complaint.

**Diversity**

Diversity is a broader concept and is about recognising, respecting and valuing the differences we each bring to work. Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups.

**Implementing the Policy**

The Managing Director has overall responsibility for ensuring that workplace equality is understood and implemented at all levels within the Company.

**Terms of Employment, Benefits, Facilities and Services**

All terms of employment, benefits, facilities and service will be reviewed from time to time in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on age, disability or sexual orientation.

**Grievances and Complaints**

All allegations of sex or racial discrimination or discrimination on the grounds of disability or sexual orientation will be dealt with seriously, confidentially and speedily. We will not ignore or treat lightly grievances or complaints from members of a particular sex or racial group.

**Policy on The Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust, The Health & Safety Service Limited complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure based on a conviction or other information revealed.

The Health & Safety Service Limited is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within The Health & Safety Service Limited and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Health & Safety Service Limited to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974. (Subject to legal reforms 2012 – implementation March 2014).

We ensure that all those in The Health & Safety Service Limited who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Recruitment practice and procedures shall be as open and as barrier free as possible.

Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

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| --- | --- |
| **Name:** | Insert Name Here |
| **Position** | Managing Director |
| **Date:** |  |
| **Signature:** |  |
| **Review:** |  |