



## Securiclean UK Ltd Equal Opportunities Policy

The aim of this policy is to ensure that no job applicant, employee or worker, client or potential client, supplier or potential supplier is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender, reassignment, age or disability.

The recruitment and selection process will be carried out through appropriate training to ensure that all employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously. If a decision is made to utilise a recruitment agency, we will ensure that the policy is circulated and a copy of the policy will be made available to all employees and made known to all applicants for employment. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group. All applicants who apply for positions with us will receive fair treatment and will be considered solely on their ability to do the job. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate. Short listing and interviewing will be carried by more than one person where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature. We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job. Selection decisions will not be influenced by any perceived prejudices of other staff. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant codes of practice. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidation.

Job descriptions, where used, will be revised to ensure that they are in line with our Equal Opportunities Policy. Job requirements will be reflected accurately in any personnel specifications. Promotions and advancement will be assessed on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Senior staff will receive appropriate training in the application of this policy to ensure that they are aware of its contents and provisions. We will maintain and review the employment records of all employees in order to monitor the progress of this policy. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to the adjusting of this policy to afford greater equality of opportunities to all applicants and staff.

### Further information

If you have any queries regarding this Policy, please do not hesitate to contact us on 01604 493088



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