



## **Equal Opportunities Statement**

**Jobshop UK Ltd** is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society. It aims to create an organisation where people feel they are respected, valued, and able to achieve their potential, regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

**Jobshop UK Ltd** will follow the recommendations of the Statutory Codes of Practice of the Commission for Racial Equality, the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation in all their employment policies, procedures and practices.

## **Equal Opportunity Policy**

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds. They will not be victimised for taking action against any form of discrimination or harassment, or induced in any way to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

Jobshop UK Ltd will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. Tracey Wood and Frances Miles – Jobshop UK Directors will be responsible for the day to day operation of the policy.
2. The policy will be communicated to all workers and job applicants, and will be displayed on the company's website.
3. All employees, where necessary, will be trained on the policy, their rights and responsibilities under the policy, and its affect on the way they carry out their duties. There should be no doubt as to what constitutes acceptable and unacceptable conduct in the Company.
4. Where applicable, staff in decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on individuals or groups. Also, the importance of being able to justify decisions they may make.
5. Complaints regarding discrimination or harassment in the course of employment will be regarded seriously, and, after investigation, may result in disciplinary action and possible dismissal. The complaints procedure will be published in a form that is easily accessible.
6. Opportunities for employment will be advertised widely and internal opportunity for promotion, transfer and training will be made known to all employees. All applications will be welcome irrespective of the applicant's race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
7. All workers will be encouraged to develop their skills and qualifications, also to take advantage of promotion and development opportunities in the organisation.
8. Selection criteria will be entirely related to the job or training opportunity.
9. Where possible, we will make reasonable changes to overcome physical and non-physical barriers that make it difficult any disabled employees to carry out their work, and for disabled customers to access our services.
10. We will take a flexible approach to working arrangements and will consider requests for change carefully and objectively. Where practicable, we make the necessary changes.
11. In accordance with legislation guidelines and with their permission, information on the ethnic, racial background, gender, disability and age of each worker or applicant for employment, promotion or training will be collected and analysed. It will be used to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information regarding the religion/belief and sexual orientation of employees may also be monitored.
12. If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.

13. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation.
14. All practices will be reviewed regularly and will be revised if they are found to engender unlawful discrimination on any of the above grounds.
15. All contracts between Jobshop UK Ltd and any supplier of goods, materials or services will include a clause which highlights this Companies support of unlawful discrimination or harassment by contractors and their staff.
16. The effectiveness of the policy will be monitored and reviewed regularly. A report on progress will be produced annually.
17. The company will draw up an Action Plan detailing how this policy will be implemented in practice.

Overall responsibility for the effectiveness of the policy lies with the Jobshop UK Ltd Directors, Tracey Wood and Frances Miles. For more information, please contact 01202 674488

Signed..... Director – Jobshop UK Ltd

Date .....