



EQUAL OPPORTUNITIES AND DISCRIMINATION POLICY

Introduction

Sterling Recruitment Services Ltd undertakes to recruit staff with appropriate qualifications, experience, ability or potential and recognises that one of its main obligations as a major employer is to develop the talents of its employees.

The purpose of this policy is to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and similar objective and relevant criteria.

Directors and Managers are responsible for the practical application of this policy and for promoting equal opportunities.

Policy Statement

Sterling Recruitment Services is committed to the promotion of equality of opportunity in employment.

Sterling Recruitment Services aim is to ensure that all of its job applicants, employees and those leaving employment are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, sex, sexual orientation, gender re-assignment, politics, age, marital status and membership of the Traveller Community.

This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

- It is the responsibility of every person in management to ensure compliance at all times with this policy
- It is the responsibility of every employee to ensure they comply with this policy
- It is the responsibility of everyone to treat all those with whom they come into contact during their working life with respect.

Appropriate action will be taken to ensure that:

- a) All staff are aware of this policy
- b) Training is provided



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- c) All employment decisions are based upon objective and justifiable job-related conditions
- d) All employee relations policies and practices are operated within this policy framework.

All members of staff have a responsibility to ensure their attitudes and actions are consistent with this policy.

Definitions

Direct discrimination arises when a person is treated less favourably on grounds of sex or race than a person of another sex or race is or would be treated in similar circumstances.

Indirect discrimination occurs when a requirement or condition which cannot be justified on grounds other than sex or race has the effect of disadvantaging a considerably higher proportion of one sex or race than another.

Victimisation occurs when an employee is treated less favourably as a result of alleging contravention of equal opportunities legislation, unless the allegations are false and not made in good faith.

Recruitment and Promotion

The Employment Procedure is designed to ensure that the most appropriate person is appointed based upon an objective assessment of the qualifications, experience and skills required of the post holder and consideration of the requirements of the job description.

Recruitment advertisements will be aimed at as wide a group of suitably qualified and experienced people as possible and declare commitment to the principle of equal opportunities.

Short listing will be based upon an objective matching of the requirements of the post and the suitability of candidates.

In this regard managers or staff conducting a recruitment interview will use the Company's standard application form which has been designed to gain positive information concerning the candidate.

Questions at interview will relate to the requirements of the job and be designed to elicit information concerning the capability of candidates to meet these requirements.



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Training and Development

Sterling Recruitment Services encourages the development of professional skills of benefit to both the various companies and individual members of staff and supports training to enable its employees to perform their jobs effectively.

Monitoring and Review

The operation of this policy will be reviewed by the Personnel Manager on an annual basis in order to develop action programmes wherever necessary to overcome inequalities.

The monitoring process will include an analysis of relevant information concerning the constitution of the work force and an analysis of job applicants. This may involve:

- the collection and classification of information regarding the race in terms of ethnic/national origin, the sex, age and disability of all current employees.
- the examination by ethnic/national origin, sex age and disability of the distribution of employees and the success rate of applicants.
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decision.

Discriminatory Conduct

If an employee considers that he/she has not been treated in accordance with the policy he/she has the right to invoke the Grievance Procedure.

Failure to adhere to the requirements of this policy may result in disciplinary action being taken in accordance with the Disciplinary Procedure.

Sterling Recruitment Services wish to be known as an Equal Opportunity Employer by the community as a whole and by other employers.