

Aird Walker & Ralston Ltd.



Registered Electrical Engineers

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Company Registration Number; Scotland - SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Equal Opportunity Policy

Policy Statement of Intent

Aird Walker & Ralston Ltd is committed to a policy of treating all workers, and potential workers, equally. No individual shall receive less favourable treatment or consideration on the grounds of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability, or will be disadvantaged by the conditions of employment or requirements of the Company that cannot be justified as necessary on operational grounds.

All management, staff and operatives are instructed that:

There should be no discrimination by any member of the organisation on account of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability.

Opportunities for training, development and promotion shall be on the basis of merit, ability and any role specific requirements.

All workers have personal responsibility for the practical application of the organisations equal opportunities policy, which extends to the treatment of employees and customers.

Managers and supervisors involved in the recruitment, selection, promotion and training of employees have particular responsibility for ensuring compliance with this policy.

Training shall be provided as necessary to ensure that workers understand this policy and have the knowledge and skills necessary to comply with it.

Disciplinary action shall be taken against any employee who is found to have committed an act of unlawful discrimination. Serious Breaches of this policy will be treated as gross misconduct, as will racial or sexual harassment.

In the case of any doubt or concern about the application of the policy in any particular instance, any member of staff should consult the Director.

Signed

Gordon Christie

(Managing Director)

On behalf of Aird Walker & Ralston Ltd

Date: 01-07-2016

Review Date: 01-07-2017



Managing Director: G.Christie.

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Equal Opportunities Code of Practice

With the introduction of an Equal Opportunities policy we are demonstrating our commitment to make full use of the talents and resources of all our employees, and to provide a healthy environment that will encourage good and productive working relations within the organisation. This code of practice describes how the policy is to be applied throughout the Company.

Main Objectives of the policy;

To ensure that there is no discrimination on the basis of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability. All promotion shall be strictly on the basis of ability to do the job, irrespective of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability.

The organisations support of this policy;

- Displaying the Equal Opportunities Policy on all notice boards.
- The code of practice document shall be available to all staff through the organisation.
- All workers with a particular responsibility for recruitment, selection and promotion shall be supplied with a copy of the policy and provided with any training they may require to ensure that they have the skills and knowledge to comply with this policy.

Recruitment

It is against company policy and against the law to discriminate either directly or indirectly on the grounds of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability at any stage of the recruitment process. Only the most suitable person for the job on grounds of experience and qualifications shall be selected. During the recruitment process, ensure that:

- All jobs are open to all applicants except in the case of a job covered by a genuine occupational qualification. (all such cases must be referred to G.Christie)
- No assumptions or pre-judgements are made by recruiters about the suitability of any individual for a particular job.
- No advance decision is made or preference stated regarding the outcome of the recruitment process. For example deciding not to recruit a person from an ethnic minority group on the basis that it may upset the current workforce.
- All applications are given equal consideration.
- No discrimination is made in the terms, on which the job is offered, for example pay or holidays.
- All applicants and existing staff are made aware of the Company's policy and practice on recruitment
- Managers are advised and trained on the implementation of the Company's recruitment policy.

Recruitment publicity must positively encourage applications from all suitably qualified and experienced people. It must be shown that the company offers opportunities at all levels to people of either sex, any colour or race, and should avoid any stereotyping of roles. This is achieved by ensuring that:

In all recruitment and publicity literature (internal and external): Job titles and job content are presented without bias of either gender or race. Jobs are described in such a way that no qualified person is deterred from applying. There is nothing in either words or illustrations to indicate any role stereotyping. Vacancies are advertised in a wide variety of ways to ensure that all groups are informed.

Selection Process

It is vital that the selection process is carried out consistently for all jobs at all levels within the organisation and that it is seen to be fair and non-discriminatory.



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Application forms

Application forms are only to include those questions that are necessary at the initial stages of selection.

Check that:

- All questions on the application form are relevant and non-discriminatory
- Application forms shall only include those questions which are essential at this stage
- No discrimination is made on the basis of postal code or address

Interviews

Interviews are to be conducted by trained personnel. All questions will be strictly relevant to the job. In no case will questions be asked or assumptions made about the person's personal and domestic circumstances or plans. When the requirements of the job will affect the candidate's personal life (E.g. unsociable hours or extensive travel) this should be discussed objectively and in an equal manner with all candidates.

Selection Criteria

Only those qualifications and skills that are important to the job are to be established as criteria for selection. They may include qualifications, experiences and specific skills, but the personnel manager should be consulted, as this is an area where there is a risk of unknowingly infringing discrimination legislation. For example using on the ability to speak 'Good English' as selection criteria may discriminate against people who speak with a regional or foreign accent.

Educational and professional qualifications

In assessing educational qualifications it should not be assumed that qualifications gained overseas are of a lower standard than their UK equivalents.

Terms and Conditions

All employees doing equal jobs, regardless of race, colour, religion, ethnic origin, sex, marital status, sexual orientation, age or disability are to be treated equally with respect to pay and other conditions of their contracts of employment.

Responsibility of managers and supervisors

The success of this policy depends on the managers and supervisors at all levels within the Company. They must be aware what is expected of them by law and by the company, and given continuous training and support.

Equal Opportunities Appeals Procedure

Equal opportunities in the workplace will be achieved by the implementation of the policies and programmes outlined in this code of practice.

As a safeguard, a grievance procedure is available to individual employees who feel that they have received unfair treatment in any aspect of their employment including the recruitment and selection process, or any case of harassment.

An employee with a grievance under the Equal Opportunities Policy shall follow the grievance procedure outlined in the National Working Rules. They also have the right to approach the personnel manager for informal, confidential advice prior to invoking the procedure.

Care should be taken to deal effectively and seriously with all grievances. It should not be assumed that people who are over-sensitive about discrimination make them.

