

# **T. F. S. LTD**

## **EQUAL OPPORTUNITIES POLICY**

### **RECRUITMENT**

T F S will ensure that wherever practicable vacancies are advertised both internally and in Job Centres, agencies and local papers.

Application forms must state that T F S is an Equal Opportunities Employer and have a separate declaration statement to monitor applicant's disabilities and ethnic origin.

### **SELECTION**

The Interview team will review applications and shortlist against job based requirements only.

All members of the team **MUST** be aware of and comply with Equal Opportunities Legislation.

An interview plan will be made up which will specify experience, skills, education etc.

This will generally take the form of a matrix.

All interviewees will be scored on the same system and marks allocated to each section .

The interview team **MUST** consider all applicants equally irrespective of race, religion, colour or disability.

Final selection of staff must be based on ability only.

Terms of employment and any performance reviews must not discriminate on racial or disability grounds.

### **EQUAL OPPORTUNITIES TRAINING**

The Directors must ensure that they, and all staff are aware of equal opportunities legislation and possible workplace issues.

**CLAIMS OF DISCRIMINATION**

Any claims of discrimination will be thoroughly investigated under our standard grievance procedure.

All staff are aware that they can raise grievances through their line Manager .

If an employee is found to be guilty of discrimination this will be considered to be a disciplinary matter and dealt with in accordance with our disciplinary procedure.

**STAFF AWARENESS**

All staff must be aware of discriminatory behaviour.

All staff must be aware of bullying or intimidation however caused

All staff must comply with our equal opportunities policy

All staff must report any incident or occurrence, which may be construed as discriminatory.

Approved .....

Date .....