

# Equal Opportunities Policy and Guidelines

Diamond Fire and Security Ltd  
Human Resources  
Revised: January 2018

Diamond Fire and Security Ltd has never been investigated by the Commission for Racial Equality because of allegations of unlawful discrimination.

No court or industrial tribunal has ever found that our company discriminated against someone because of their race, disability, sex, sexual orientation or the level of pay we gave them.

## **Introduction**

Diamond Fire and Security Ltd wholeheartedly supports the principle of equal opportunities in employment. The company is fully committed to equality and diversity in employment. We believe that everyone has a right to be treated with dignity and respect and seeks to ensure that the principles of fairness and equality of opportunity underpin all its policies, procedures and practices.

The equal opportunities policy and guideline seeks to promote and maintain high standards of professionalism in employment matters. These guidelines are for the benefit of all employees.

## **Scope & Aim of the Policy**

This policy applies to all employees and aims to ensure that no employee will be treated less favourable or disadvantaged, either directly or indirectly on the grounds of their disability, age, race, colour, nationality or ethnic origin, religion or belief, sex, marital status, sexual orientation or any other unjustifiable reason.

Diamond Fire and Security Ltd encourage its employees to take an active role against all forms of harassment and discrimination, also to deter employees from participating in harassment or discriminatory behaviour and to demonstrate to all employees that they can rely upon the company's support in case of harassment or discrimination at work.

We are committed to ensuring there is no bullying or harassment anywhere within our organisation.

Within the policy, Diamond Fire Ltd includes all employees, job applicants, customers and visitors.

## **Objectives**

Diamond Fire Ltd believes that Equal Opportunities in Employment Policy is a means of maximising the effective use of human resources within the company and is in the best interest of both employees and the company.

All employees will be made aware of the provision of this policy.

Policies and procedures in respect of recruitment, training and promotion will relate only to the requirements of the job. No job applicant or employee will be disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Any alleged breach of this Policy by employee will be investigated under the disciplinary procedure and appropriate action will be taken under that procedure where necessary.

## **Recruitment & Selection**

Directors and managers must ensure that all employees who are responsible for recruiting and appointing new and existing employees are made fully aware of the requirements of Diamond Fire and Security Ltd.'s Equal Opportunities policy and they follow the policies, procedures and guidance on recruitment and selection. The requirements of the policy must also be included in the induction programme for new employees (as part of the staff handbook). Selection must be made on a fair and unbiased basis and in accordance with this policy.

Application for employment will be given clear and accurate information about the post through advertisement and during interviews.

All interviews will be thorough, conducted on an objective basis and will deal only with the applicant's suitability for the job and ability to fulfil the requirements of the job.

Unsuccessful candidates will be offered the opportunity to receive feedback on their applications/interviews. The offer of feedback must be made in the letter informing candidates that they have been unsuccessful.

If candidates seek information about recruitment and selection policies and procedures, this information must also be made available upon request.

## **Advertising**

All applicants will be informed that Diamond Fire and Security Ltd operates an Equal Opportunities Policy. The following statement is to be included in advertisements:

“Diamond Fire and Security Ltd strives for equality of opportunity in all its employment practices, policies and procedures, this means that all its applicants and employees are treated fairly, irrespective of race, age, gender, marital status, sexual orientation, religion or disability.”

Information about vacancies will be prominently displayed and circulated widely and promptly to employees so as not to disadvantage any potential applicants.

## **Training**

All employees involved in recruitment and selection will receive training in the application of the Equal Opportunities Policy. It is the responsibility of the HR department that all appropriate staff under-take Recruitment and Selection Training.

General training opportunities, which are available within Diamond Fire and Security Ltd, must be available to employees on an equal basis. Selection for training must be non-discriminatory and managers and supervisors should take care to give equal encouragement to all staff. Training should be based on the identification of individual training and development needs. As a minimum, the requirements of the policy must be included in the induction programme for all new employees.

Managers / supervisors will meet with employees on an individual basis at least twice per year to discuss their career prospects and training needs.

## **Complaints**

All Equal Opportunity complaints will be dealt with under the appropriate procedure.

No employee who makes an Equal Opportunities complaint or who provides information in relation to a complaint will be victimised for their action.

Victimisation is unlawful under the Race Relations Act 1976( and 2000 Amendment), the Sex Discrimination Acts 1975 and 1986, the Disability Discrimination Act 1995, the Race Relations (Amendment) Act 2000, the EU Employment Directive 2000 and the Employment Equality Regulations 2003.

We also follow the Commission for Racial Equality's Code of Practice for Employment (as approved by the Parliament in 1983) and the Equal Pay Act 1970, the Sex Discrimination (Gender Reassignment) Regulations 1999 and The Employment Equality (age ) Regulations 2006

These acts and regulations protect the interest of those affected by unlawful discrimination and give them the right of complaints

## **Publicising the Policy**

All employees of Diamond Fire and Security Ltd must be informed of the Policy and Guidelines. Induction procedures for new employees must include information about the policy (as part of the Staff Handbook).

## **Monitoring & Review**

Diamond Fire and Security Ltd will monitor the effectiveness of the Equal Opportunities policy and review all personnel policies and procedures to ensure that they continue to meet equal opportunity and other legislative requirements.

The monitoring information and statistics will also be used to develop models of best practice in employment. Positive action and other initiatives will be considered in order to create a more inclusive workforce.

## **Communication with employees**

To further and promote equal opportunities within the company appropriate employee groups will from time to time receive information and advice arising from the monitoring reports. The aim will be to raise the awareness of all employees, potential employees and visitors regarding Diamond Fire and Security Ltd.'s commitment to equal opportunities and the employment, promotion, training and career development of all employees.

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