

Equality & Diversity Policy

(Abilite Limited)

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| Date of last review | July 2022 |
| Date of this review | June 2023 |
| Reviewed by | Managing Director |
| Date of next review | June 2024 |



1. Introduction

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in individual groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

Equal Opportunities

Relates to treating people the same, although they may belong to certain groups. Equal Opportunities in particular relates to a legal framework, which makes it illegal to discriminate against people because of their age, gender, ethnic origin, race, nationality, colour of skin, sexual orientation, gender reassignment, impairment (physical, sensory or learning), physical appearance, marital or other life status, religious or political belief.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work.

As part of the commitment made by Abilite Limited to ensure Equality of Opportunity, it has adopted the following policy statement:

2. The Policy Statement

As an employer committed to equality and diversity in all its practices, Abilite Limited recognise that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexual orientation, gender reassignment, impairment (physical, sensory or learning), physical appearance, marital or other life status, religious or political belief and other differences that cannot be justified. Abilite Limited will make every effort to ensure they do not unreasonably exclude any individual from access to any activities, goods, facilities or services, or any employment opportunities, that they offer.

Abilite Limited shall observe as far as practicable, the relevant Code(s) of Practice issued by the Equality & Human Rights Commission.

It is the Abilite Limited policy that no employee or prospective employee will receive less favourable treatment or is disadvantaged by any circumstances, conditions or requirements that cannot be fairly justified.



Every employee is entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions

Every potential employee is entitled to expect the recruitment process to be free of all unreasonable barriers.

All employees of Abilite Limited shall be made aware of this policy and its implications for them.

3. What we Expect from our Employees

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with the Managing Director and the Board of Directors, its success relies on each employee playing their part.

Employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

- a. Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided.
- b. Those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services.
- c. No employee shall induce or attempt to induce other employees or trade unions or management to discriminate.
- d. No employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
- e. No employee shall harass, abuse or intimidate another employee on any grounds.

4. Publicising and Advertising Vacancies

- a. All vacancies shall first be advertised internally and if necessary the post shall be advertised externally.
- b. All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post. Use shall be made of local media, job centre's careers offices and any other appropriate specialist media. A



copy of this policy reflecting Abilite Limited intentions will be available for applicant's information.

c. Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

d. Advertisements in printed media shall adhere to clear print guidelines.

e. All recruitment advertisements shall draw attention to Abilite Limited Equal Employment Opportunity Policy and its status as a disability symbol user which demonstrates that Abilite Limited positive about employing disabled people. Any applicant that declares that they have a disability and who satisfies the job description and person specification, will be offered an interview.

5. Recruitment

a. Recruitment practice and procedures shall be as open and as barrier free as possible.

b. Application forms and other supporting material shall be free of personal questions, including date of birth or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description. Details of age groups are required on the equal opportunities form for monitoring purposes only and will not be included in the decision-making process.

c. Abilite Limited will regularly review their selection criteria, job descriptions and personal specifications to ensure compliance with this policy.

d. More than one person shall be involved in Shortlisting and selection for interview, and all involved shall have received training in equality and diversity.

e. Assessment Centres will be used for an objective view and shall deal only with the applicant's suitability for the job and ability to meet the job requirements.

f. Questions and selection tests shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of results.

g. No applicant shall be disadvantaged by an interview's timing, location or facilities.

h. Reasons for selection or rejection of applicants shall be recorded for feedback if requested.



i. All applications shall be subject to confidential monitoring system using only the approved HR system.

j. Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview. A statement to this effect shall appear in recruitment material and any advertisement.

6. Training

a. Abilite Limited policy of equality extends to training; this covers its general training programme and training in disability awareness and equality and diversity training.

b. Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium.

c. All new employees shall receive induction training within one month of starting work to give them a good understanding of the organisation and its policies and practices.

d. Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

e. Where relocation or redeployment is being considered, re-training will be discussed with the individual concerned and if found to be necessary and appropriate will be agreed in advance of any decision being taken.

f. All staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis.

g. Personnel involved in management, selection and dealing with the public shall be trained and receive guidance in the law, best practice and organisational policy, their own personal responsibilities and corporate liability under the law and the nature and effect of both reasonable and unreasonable discrimination.

7. Terms and Conditions of Employment

a. Abilite Limited complies with the Equal Pay Acts and is committed to ensuring that they do not unreasonably discriminate against any individual in the terms and conditions, both contractual and implied, within which they offer and provide employment.

b. Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.



c. Contracts and Terms and Conditions of employment shall be made available in a variety of media and positive consideration will always be given to requests for them in other formats.

8. Monitoring

a. Directors of Abilite Limited are responsible for monitoring the effective implementation of the Equality & Diversity Policy with overall responsibility for its implementation and supervision.

b. All aspects of HR policies and procedures shall be kept under review and as part of this, and in order to identify the effectiveness of Policy implementation, an anonymous and confidential record maintained giving a profile of Abilite Limited staff make up. A voluntary monitoring form shall be issued with every application form.

c. The employee audit will be carried out annually, to establish the composition of the work force and monitor all applications, appointments and promotions for all groups, with reasons for such decisions to ensure the equal opportunities/diversity policy is effective.

d. Employees are entitled to access, check, correct and up-date their own record of these details. Otherwise access to this information shall be restricted and controlled by the Human Resources Team.

9. Annual Action Plans and the Safeguarding, Equality & Diversity Strategy Group

The above principles will be used to inform the development of an annual action plan, which will include specific objectives and targets for improving Equality & Diversity practices across Abilite Limited. The action plan will be drawn up by the Safeguarding, Equality & Diversity Strategy Group made up of members of staff from across the Abilite Limited range who have an interest in the subject. The Group will meet on a regular basis to monitor progress and to discuss and disseminate means of improving Equality & Diversity practices across the organisation. The Group shall not make final decisions on matters of Abilite Limited policy but shall follow the due approval process via the Board of Directors.



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