

Equal Opportunities Policy Safe Skills Limited

The aim of this policy is to communicate the commitment of the Directors and senior management team to promotion of equality of opportunity in Safe Skills Limited .

- To ensure that all assessments for SSL are in accordance with the Equal Opportunities Policy .
- The SSL will deal with any report of discrimination/harassment promptly

It is policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race(including colour, nationality, ethnic or origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicant, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above ground . Decision about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognised that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense.Our equal opportunities policy will help all those who work for us to develop their full potential and talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

This policy covers all aspects of employment, from vacancy advertising, Selection recruitment and training to condition of service. To ensure this policy is operating effectively (and for no others purpose) the company will review employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular review of such provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Provide facilities and access to training and development for all employees regardless of gender, marital status, colour, race, ethnic origin, nationality or disability.

The company director is responsible for the effective operation of the company's Policy.A copy of the policy is available for all employees.

Recruitment & Selection

Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.

Work towards ensuring that through recruitment that its workforce better represents the community it serves.

Wherever appropriate vacancies will be notified to job centres, careers offices, Schools, colleges, universities etc., with significant minority groups as well as to Minority press/media and organisations.

Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to:

Gender; Race; Disability; Religious and Belief; Age; Sexuality

Ensure that it communicates job opportunities to all sections of the community. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.

Ensure that all its employees who are part of the recruitment selection panel are trained on equalities issues.

Work with disadvantaged sections of the community in support of recruitment

Use appropriate legislation as a framework for action to support the recruitment process in a positive way.

Collect and use recruitment information to support a fair and effective recruitment process.

- Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job
- Reasons for selection of applicants for vacancies will be recorded where considered relevant but it is our company's aim to take reasonable steps to employ and promote on the basis of ability and qualifications with regard to gender, marital status, colour, race, ethnic origin, nationality or disability in line with our Equal Opportunities Policy.

1. Training and Organisational Development :

The SSL will:

Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.

Provide training that complies with the SSL Equalities Policies.

Include equalities training as part of its induction programme.

Include equalities training as part of its management development programme.

Provide equalities awareness training as part of its corporate training and organisational development programme.

Equal Opportunities policy - Supporting statements

- **Race Equality:** SSL is committed to promoting a cohesive society and eliminating unlawful racial discrimination. The Authority will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.
- **Disability Equality:** SSL will not treat a person less favourably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.
- **Gender Equality:** SSL will not treat a person less favourably directly or indirectly due to gender or marital status.
- **Equality of Employment:** SSL will through its policies and training seek to create:
 - A prejudice free and supportive working environment;
 - A workforce which reflects the diversity of the local population ensuring that people from all sections of SSL have equality of opportunity to obtain employment in all areas and levels of the Company.
- **Accessibility:** SSL services must be accessible and appropriate for all employee of company who might wish or need to use them. The SSL will ensure its employment arrangements are accessible. (See Accessibility Guidelines).
- **Sexual Orientation:** SSL will not discriminate directly or indirectly on the grounds of sexual orientation.
- **Gender Reassignment:** SSL will not discriminate directly or indirectly on the grounds of gender reassignment.
- **Religion and Belief:** SSL will not discriminate directly or indirectly on the grounds of religion or belief.
(This is defined as any religion, religious belief or similar philosophical belief. It excludes philosophical or political beliefs unless those beliefs are similar to a religious belief, e.g. the belief has a profound affect on the person's way of life.)

- **Age:**A person's age will not lead to unfair discrimination.

3. Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

4. Implementation

The directors has specific responsibility for the effective implementation of this policy. Each director, manager and supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices (eg, staff newsletters, intranet).
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and Evaluation

The SSL will:

Establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed regularly [at least annually] [in consultation with the recognised trade union(s) if appropriate] and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.

Monitor its performance against national best value performance indicators in respect of all equalities issues.

Continue to review its monitoring processes to comply with changes in legislation.

Procedures for recruitment, selection, promotion and training Safe Skills Limited employees will be monitored and reviewed.

All policies are reviewed on a regular basis.

Legislation and directives as outlined below:

- Time off for dependents
- Parental leave
- Maternity leave regulations
- Part-time work regulations
- Disciplinary and grievance procedures
- Working time regulations
- Stakeholder pensions

This policy is fully supported by the company director. All employees are responsible for playing their part in achieving its objectives.

Amir manzoor
Managing Director

10th Sep 2008

Haroon Hafeez
Operations Manager

10th Sep 2008