

Equal Opportunity Statement and Company Aims

Last updated on: 21st March 2008
By: Robert Wooding, Director

1. Concept statement of policy

Concept aims to be an equal opportunity employer.

To ensure that this policy is operating effectively (and for no other purpose) Concept maintains records of employees' and applicants' racial origins, gender and disability.

When a new member of staff is needed, monitoring and regular analysis of such records will provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Concept's long term aim is that the composition of the workforce should reflect that of the community.

The proprietor is responsible for the effective operation of the company's Equal Opportunity Statement.

A copy of this is available to all employees and future employees of Concept.

2. Vacancy advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally. This will be achieved by advertising in newspapers and websites where information is available to all.

From April 2005, all vacancy advertisements will include an appropriate short statement on equal opportunity.

3. Selection and recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should be aware of Concept's Equal Opportunities statement.

Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.

Positive attributes of applicants for vacancies will be recorded.

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4. Positive action - training, promotion and conditions of service

Underrepresented groups will be encouraged to apply for training and employment opportunities. If needed, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever possible, efforts will be made to identify and remove any unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

In most cases the proprietor will be responsible for ensuring these guidelines are met. When the proprietor is not available, the appointed person who will be undertaking the recruitment and training will have a copy of this statement and will fully understand its aims.

5. Personnel records

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly, and appropriate follow-up action taken.

Note to Employees and Potential Employees

Please read this document carefully. If you have any queries about Equal Opportunities whether within this statement or otherwise, direct your query to Robert Wooding in the first instance. More information and advice can be gained from your local Citizens Advice Bureau.

6. Objectives

The objectives of this statement are to:

Ensure that Concept has access to the widest labour market and secures the best employees for its needs.

Ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to attain their full potential to the benefit of Concept and themselves.

Achieve an ability-based workforce which is in line with the geographical working population mix in the relevant labour market areas.

The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the proprietor. Behaviour or actions against the spirit and/or the letter of the laws on which this statement is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.



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