



## Equality and Diversity Policy Statement

Facilicom Cleaning Services Limited is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The company will actively pursue its policies that ensure that at all times the management and its staff treat all employees and potential employees with respect and in a fair and equal manner, and will not unlawfully discriminate because of the Equality Act 2010 protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex (gender) and sexual orientation, political beliefs, trade union membership or any other way prohibited by UK or European law.

The company will oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The company will encourage equality and diversity in the workplace and strive to create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

The company is committed to the Equality and Diversity Policy and the achievements of its aims and allocates the required resources to achieve these aims.

This policy is reviewed annually, and is monitored and enforced by the Senior Management of the Company.

A handwritten signature in black ink, appearing to read 'Lesley Coates', with a long horizontal line underneath.

Lesley Coates  
HR Director  
Facilicom Cleaning Services Limited  
01 January 2019

# Equality and Diversity Policy

## A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equality and diversity policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to provide equality fairness and respect for all in our employment, whether temporary, part-time or full time and not to unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation and in so doing to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

## B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equality policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equality policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a potentially discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

## C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion and decisions concerning staff will be based on merit and in line with this policy (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
3. Opportunities for training, development and progress will be made available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

#### **D) MONITORING**

1. We will maintain and review the employment records of all employees for the purpose of encouraging equality and diversity, and in meeting the aims and commitments set out this policy.
2. Monitoring may involve:
  - a. the collection and classification of information regarding the make-up of the workforce such as age, gender, ethnic background, sexual orientation, religion or belief, and disability the race of all applicants and current employees
  - b. the examination by the aforementioned criteria of the distribution of employees and the success rate of the applicants
  - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy and any supporting action plan. Consideration will be given, if necessary, to adjusting this policy to address any issues.