

Equal Opportunities Policy

Wall to Wall Radio Communications Ltd. is an equal opportunities employer and the aim of this policy is to eliminate barriers and to ensure equal treatment to all regardless of gender, marital status, age, race, nationality, national or ethnic origins, disability, creed or cultural background.

In order to promote an environment within which the organisation can call upon the widest possible range of knowledge, skill and experience, the organisation will comply with the relevant legislation and codes of practice to achieve and maintain a workforce which represents the population within our recruitment area.

To enable Wall to Wall Radio Communications Ltd. to be committed to the policy of equal opportunities we shall regularly review the operations of our recruitment, selection, promotion, training and development and sickness policies to ensure no applicant for employment or member of staff is disadvantaged by any of the conditions implied.

To enable Wall to Wall Radio Communications Ltd. to become an equal opportunities employer and to avoid disability discrimination we work to ensure that all the following objectives are taken into consideration.

- i. Select, recruit, develop, remunerate and promote the very best people basing our judgments solely on suitability for the job.
- ii. Ensure that all applicants and employees receive fair and equal treatment irrespective of gender, age, marital status, nationality, race, disability, sexual orientation or creed.
- iii. Encourage diversity of our workforce, reflecting the make-up of the local labour market.
- iv. Maintain a working environment free from sexual and racial harassment and intimidation.
- v. Ensure that all employment conditions and job requirements reflect our commitment to equal opportunities and disability.

Objectives

(a) Recruitment & selection

Wall to Wall Radio Communications Limited recognises the importance of promoting its policy throughout the whole recruitment process from advertising, through to interviews and selection. We aim to apply non-discriminatory treatment to all potential and actual applicants and to comply with legislative requirements. We will ensure:

- *That vacancies are advertised internally to encourage career progression*

- *Formal procedures should always be followed, and internal and external advertising carried out simultaneously*
- *That every job description and person specification should be scrutinised carefully to ensure that only criteria essential to a post are included*
- *Where appropriate training or re-training may be offered to competent applicants*
- *When advertised externally that only company approved advertisements are used which do not discriminate in any way and that these are made available to a wide cross section of the community*
- *When recruiting through employment agencies that they are made aware that we are an equal opportunities employer*

(b) Training and career development

Wall to Wall Radio Communications Ltd. will take action to develop employees from recruitment and throughout their employment by:

- *Regularly reviewing the performance of all staff against business, team and personal objectives*
- *Making available training and development opportunities which benefit the business and the individual*
- *Including personal development and career planning within the formal review of process*
- *Ensuring opportunities for training and promotion are made equally available for all qualifying employees*
- *Enabling staff to take forward this policy through related training and development*
- *Female staff returning from maternity leave will be offered the opportunity to return part-time or job-share and arrangements for refresher courses made available*

(c) Working environment

Wall to Wall Radio Communications Ltd. will ensure that employees are provided with an environment in which they are able to conduct their work without sexual or racial harassment or intimidation. Complaints from staff will be dealt with sympathetically, quickly and fairly by:

- *Ensuring that line managers deal with all matters reported to them quickly*
- *That employees who have been the subject of discrimination by another employee in terms of physical or verbal abuse or harassment should inform their line manager immediately*

- *If proven it will be subject to disciplinary action*

(d) Terms and conditions of employment

Whilst it is Wall to Wall Communication's responsibility to decide certain basic rules e.g. rates of pay, care will be taken that all employee's particulars of employment reflect equality of opportunity and that terms and conditions are reviewed regularly to accommodate new legislation.

(e) Record keeping

Wall to Wall Radio Communications Ltd. aims to maintain adequate personnel records to enable effective monitoring and compliance with this policy.

(f) Grievance/disciplinary procedures

All employees have a responsibility to comply with the principles of this policy. All managers have a responsibility to report any complaints of alleged harassment or discrimination to the *person responsible for personnel matters*

(g) Communication and training

Wall to Wall Radio Communications Ltd. will ensure all employees are made aware of and understand this policy and their related responsibilities and are trained so that they are able to meet those responsibilities effectively

(h) Retention

Wall to Wall Radio Communications Ltd. will undertake to make every effort to ensure that any employee who becomes disabled remains in his/her own job before alternatives are considered by:

- *Line managers being responsible for identifying when there is an issue of retention for an employee. They should then arrange an interview for the employee with the person responsible for personnel matters, line manager and employee representative.*
- *This interview may result in further specialist help being sought from outside sources, including independent counseling and support.*
- *An employee who develops an impairment will be offered 'Disability Leave' during which time their working environment may be adapted to enable them to remain in employment.*
- *Investigating options such as job redesign or training in consultation with the employee and their representative.*
- *Disabled employees who request a transfer to part-time work or lighter duties, either temporary or permanently shall have their request sympathetically considered. Managers should however be aware that depression following the onset of impairment might lead employees to have unrealistically low estimates of their future abilities.*