

Equal Opportunities & Diversity Policy

CCAS Limited

CCAS are an Equal Opportunities Employer. The aim of this policy is to ensure that no job applicant, employee or course delegate receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, marital status, sexual orientation or gender reassignment, responsibility for dependants and family circumstances, pregnancy or maternity, socio-economic background, religion, trade union activity or political beliefs and age or disability. Physical disability will only be of concern in certain cases that could affect an individual's own, or others, safety when working on a construction site in the course of carrying out the duties of a health and safety consultant.

Employment selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity within the Company's services and will be encouraged to progress within the organisation.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees. The Company is committed to a programme of action to make this policy fully effective.

The Directors recognise their legal obligations and will ensure that CCAS complies with the requirements of the Equality Act 2010 and all other employment legislation.

Recruitment, Selection, Training & Promotion

CCAS will recruit, train and promote staff on the basis of merit and will ensure that all our employees have equal access to training and development opportunities.

We will seek to use a wide range of organisations and publications to advertise vacancies with the aim of attracting interest from a wider community. We will ensure that the wording of job advertisements does not place unfair restrictions or requirements on a particular racial group or groups and that the advertisements include wording demonstrating the Company's commitment to equality of opportunity and which encourage applications from under represented groups for jobs with the Company.

The aim of the Company is to select and promote employees on a fair and non-discriminatory basis. We will measure the suitability of each applicant/candidate against the requirements for the vacancy and will ensure that promotion criteria relate specifically to the individual's ability and aptitude to the job. We will periodically review promotion procedures and monitor the ethnic origin of employees selected for appointment, for training and for promotion.

The Directors responsible for all recruitment, selection and promotion of staff, will receive ongoing training in equal opportunities. Training will achieve two objectives:

- Enable employees to recognise the Company's and their own obligations under the Equality Act 2010.
- Develop the necessary skills to translate the equal opportunities in employment policy into practice.

Transfers

Employees will only be transferred to other duties or other work locations on a fair and non-discriminatory basis. The Company will not automatically transfer employees who complain of racial discrimination.

Disciplinary Action, Dismissal, Redundancy and Dispute Procedures

CCAS will ensure that it does not unlawfully or unfairly discriminate on racial grounds in disciplinary, dismissal or redundancy action to the detriment of any employee.

The Company will monitor all employees disciplined, dismissed or selected for redundancy in terms of their ethnic origin and grade. We shall not ignore or treat lightly grievances or complaints from ethnic employees on the assumption that they are over sensitive about discrimination. Any grievance or complaint regarding discrimination should be raised with a Director and will be thoroughly investigated by the Company.

Where there is evidence to suggest that an employee has committed a racially discriminatory act e.g. racial harassment, verbal or racial abuse, physical violence, racial discrimination or inducing others to discriminate, CCAS disciplinary procedure will be invoked.

The Company will be liable for the activities of its employees in the course of their employment. However, if the Company has taken such steps as are reasonably practical to prevent acts of discrimination, then the alleged offender will be considered liable for that proven unlawful act.

Victimisation

CCAS understand and support the fact that it is unlawful to victimise any individual who has pursued a case, complaint or allegations of racial discrimination by:

- disciplining them
- dismissing them
- transferring them (unless requested by the individual)
- subjecting them to any other detriment

Delegates on Courses

CCAS will ensure that all external individuals and organisations with which CCAS has a relationship receive equal treatment regardless of gender, sexual orientation, colour, ethnic or national origin, age, marital status, family circumstances, pregnancy or maternity, socio-economic background, disability and religious or political beliefs.

Management Responsibility

All Directors are responsible for the full and active implementation of this policy. However, Peter Dring holds particular responsibility for the policy's overall implementation.

A copy of this policy will be displayed on the employee noticeboard employee and it will be reviewed on a regular basis.

Signed (for and on behalf of the employer)



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Position: Director

Date: 3rd January 2018