

## **Diversity & Equal Opportunities Policy**

Every employee has a duty to ensure that our Equal Opportunities Policy is adhered to, not only as a responsible employer but also as a responsible recruitment and training organisation. The Diversity Policy and the main Statements are shown below. Please make sure you read these procedures and if you are in any doubt as to how you must comply with them, please speak to the Directors.

### **Diversity & Equal Opportunity Policy**

Derek Lewis seeks to employ a workforce which reflects the diverse community at large, because we value the individual contribution of people.

Promoting equality of opportunity means that everyone is treated solely on the basis of competence and merit, regardless of gender, marital status, ethnic or national origin, race, age, religion or disability. Derek Lewis will endeavour to provide a working environment free from unlawful discrimination, harassment or victimisation on the above grounds. This applies in the recruitment, selection, training and promotion of all employees employed by Derek Lewis and amongst those who use the Derek Lewis service.

Derek Lewis's Diversity Policy expands on current equal opportunities legislation and outlines how Derek Lewis endeavours to implement and promote this policy.

The Policy has been devised with regard to the recommendations for employment agencies issued by the Commission for Racial Equality and the Equal Opportunities Commission.

All new employees will undergo training and/or briefing as part of their induction to enable them to meet the requirements of this policy and the Code of Practice. All employees will be regularly updated to ensure that they are kept aware of any change in the policy, Code of Practice or any other relevant information.

It is the responsibility of every employee to accept a commitment to this Policy and the Code of Practice, to read and comply with them.

Derek Lewis cannot tolerate any acts which breach the Policy and all instances of such behaviour or alleged behaviour will be taken seriously, be fully investigated and may be subject to the company's disciplinary procedure.

### **Diversity & Equal Opportunity Statement - Recruitment and Selection**

Derek Lewis will make every effort to ensure that recruitment and selection will be conducted on the basis of competence and personal attributes necessary for a particular role and that there are equal opportunities in all stages of the recruitment process.

Recruitment literature, external advertisements and internal vacancy details will not contain any discriminatory requirements.

Person specifications will not contain any discriminatory requirements and all criteria will be relevant to the job and applied consistently to all applicants.

At any stage of the interview process, an applicant will only be considered on merit and only questions that are clearly relevant to the job will be asked.

**Diversity & Equal Opportunity Statement - Training and Development**

Training and development activities within Derek Lewis serve two main purposes - firstly to improve performance in the job and secondly to develop to the full the individual's abilities to allow career progression.

All employees will receive training based on their current knowledge and skill levels in accordance with the above purposes.

All internal training events will be performed in accordance with the policy and where appropriate will include reminders of Derek Lewis's Diversity Policy and Code of Practice.

**Diversity & Equal Opportunity Statement - Career Development**

All career development opportunities will be made on the basis of competence and essential personal attributes.

Details of internal opportunities will be made available and all employees will be eligible to apply.

**Diversity & Equal Opportunity Statement - Disability**

Derek Lewis will make every effort to recruit and provide equal opportunities to disabled persons according to their abilities.

If existing employees become disabled during their employment with Derek Lewis, every effort will be made to continue to employ them in their existing jobs or another position more appropriate to their changed abilities.

There will be no assumption that disabled employees are unlikely to progress to senior positions and they will be offered experience and opportunities according to their abilities and qualifications.

**Monitoring and Usage of Data**


Derek Lewis will keep records of the profile of all employees to ensure that our workforce continues to be representative of the market that we serve.

Derek Lewis will also collect profile data of training candidates to ensure that we are reaching all sectors of society. The training we provide should not be more attractive so any particular part of society so we need to ensure that the way in which we advertise, promote and deliver the training is in a suitable format for all.

The data gathered will be reviewed on a six-monthly basis at the six-monthly business planning meeting. Trends will be discussed and action plans to remedy any issues that become apparent will be made.

Signed:  ..... Date 08/01/19

**Mr. Darren Rhodes, Managing - Director**

Signed:  ..... Date 08/01/19

**Mr. Tom Lewis, Managing - Director**