

EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT

INC Design Associates Ltd's aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, colour, race, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity or age. 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 service 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.

PROGRAMME OF ACTION

Attracting Applicants

INC Design Associates Ltd aims to recruit employees on a fair and non-discriminatory basis.

Recruiting only by 'word of mouth' will not be practised by the company as this restricts applications from racial groups who may be under-represented in our workforce.

When advertising, INC Design Associates Ltd will seek to use a wide range of relevant organisations and publications to advertise its vacancies with the aim of attracting interest from a wider community.

INC Design Associates Ltd will ensure that the wording of job adverts does not place unfair restrictions or requirements on a particular racial group or groups, for example, specifying length of residence in the UK or requesting specific qualifications which are not necessary for the effective performance of the job.

All adverts will include wording to demonstrate the Company's commitment to equality of opportunity and encouraging applications from under-represented groups for jobs with the company.

Selection Procedures

INC Design Associates Ltd will:

- a) Select employees on a fair and non-discriminatory basis.
- b) Measure the suitability of each applicant/candidate against the requirements for the job.

Promotion

INC Design Associates Ltd will:

- a) Promote employees on a fair and non-discriminatory basis.
- b) Ensure that promotion criteria relates specifically to the individual's ability and aptitude to do the job.

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- c) Carry out a periodic review of the promotion procedure.
- d) Maintain a record of the ethnic origin of employees selected for promotion.

Training

All persons responsible for recruitment, selection, promotion and transfer of staff should receive ongoing training in equal opportunities.

Training will achieve the following objectives:-

- a) Enable employees to recognise the company's and their own obligations under the Race Relations Act 1976.
- b) Develop the necessary skills to translate the equal opportunities in employment policy into practise.

INC Design Associates Ltd will:

- a) Ensure that all its employees have equal access to training and development opportunities in accordance with the Practice Policy on Continued Professional Development.
- b) Keep a record of the ethnic origin of employees selected for training and development opportunities.

Dismissal (Including Redundancy) and Other Detriment

INC Design Associates Ltd will:

- a) Not unlawfully or unfairly discriminate on racial grounds in dismissal, redundancy or other detriment to an employee.
- b) Not directly or indirectly discriminate against a particular racial group or groups.
- c) Maintain a record of all employees dismissed or selected for redundancy in terms of their ethnic origin and grade.

Positive Action

Where members of a particular racial group or groups are found to be under-represented at a particular grade or occupation, INC Design Associates Ltd will encourage existing employees and potential employees from those racial groups to apply for jobs at those grades or occupations. In addition, the company will offer training to existing employees from those groups to prepare them for promotion as permitted under section 38 of the Race Relations Act 1976.

Monitoring

In order for its policy to be fully effective INC Design Associates Ltd will monitor the make-up of its existing workforce by keeping a record of their ethnic origin and grade. In addition the company will monitor the recruitment and selection process by keeping a record of the application rate, those shortlisted for interview and job starters in relation to their ethnic origin and grade.

Information gathered through the monitoring exercises should be carefully and regularly analysed in order to identify areas which may need particular attention.

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Grievance, Disciplinary and Disputes Procedures

INC Design Associates Ltd will:

- a) Not ignore or treat lightly grievances or complaints from minority ethnic employees on the assumption that they are over-sensitive about discrimination.
- b) Ensure that grievances and complaints regarding discrimination will be thoroughly investigated by the directors of INC Design Associates Ltd.

Victimisation

Employees of INC Design Associates Ltd will not victimise any individual who has pursued a case, complaint or allegations of racial discrimination by:

- a) Discipline
- b) Dismissal
- c) Transfer (unless this is requested by the victim(s))
- d) Subjecting them to any other detriment

POLICY REVIEW

The Policy will be formally reviewed in January of each year. The review panel will comprise of Directors of the company.

MANAGEMENT RESPONSIBILITY

The Directors of INC Design Associates Ltd will be responsible for the policy's overall implementation.

DOCUMENT DISTRIBUTION

A copy of this policy is to be distributed to all employees along with any subsequent revisions.