

Equal Opportunities Policy

Connecting London Limited

Introduction

The company, Connecting London Ltd. is aware that a great deal of legislation and other statutory requirements are in place to ensure that all matters regarding to the employment and ongoing care of all employees is conducted with fairness. The transparent operation and conduct of the company in these matters is of paramount importance to the directors, who have clearly demonstrated this in the past and shall continue to do so.

This may be best demonstrated by the fact that one director is French, one is of African Caribbean origin and one English and within the remaining staff other nationalities are represented. The company shall continue to employ as required to fill posts with those best suited to meet the requirements of the post and without undue regard to any of the factors listed here.

- Race
- Ethnicity
- Colour
- Nationality
- Religion
- Gender
- Sexual Orientation
- Disability
- Age
- Marital Status

We are opposed to any form of discrimination toward any of those mentioned below and are committed to their fair and non discriminatory treatment.

Scope

This policy shall apply to all:

- Employees
- Person applying for a post with the company
- Suppliers
- Customers
- Contractors

Responsibility

The Board of Directors shall share the direct responsibility for ensuring the requirements of this policy are fully implemented and regularly reviewed to ensure it is up to date. In this regard the document shall be regarded as a controlled document subject to "Document Control" procedures as set out in the Quality Manual. All employees shall be made aware of this policy and expected to abide by it. Breaches of the policy will normally be regarded as a disciplinary matter and dealt with accordingly.

Aims and Objectives

We are committed to ensuring:

- Equal opportunity for all persons
- A good, respectful and pleasant working environment
- The active promotion and enforcement of all aspects of this policy
- Breaches of the policy are dealt with effectively.
- To communicate the policy and updates to all employees
- External companies, contractors and agencies will comply with this policy in their dealings with us.

Complaints

Any complaint from an external source can be dealt with by the complaints procedure as set out in the Quality Manual; this includes complaints related to equal opportunities, as well as the usual business related complaints.

Any employee wishing to lodge a complaint in regard to equal opportunities is entitled to request a private meeting with the Human Resources manager (Finance Director).

All complaints shall be dealt with quickly and confidentially.

Procedures

Procedures relating to this policy would involve almost every aspect of working life within the company, it is not the intention to try and cover the whole range within this document, rather to highlight some specific areas where application of the policy will ensure a level of compliance that satisfies both the ethos and requirements intended by the policy.

Interviews for Employment

The purpose of an interview is to gain the best candidate for the job, preconceptions or bias are more likely to lead to the wrong candidate.

Pre Interview

Candidates should be contacted by telephone prior to final choice for interview, when the following shall apply:

- Check through CV, it must indicate they have the required skill set for the post.
- If the post involves mainly telephone work, (ex. Service Desk Operator) then clear spoken English must be a requirement.
 - No regard to any other factors may be taken at this time.
- Check living area and travel time for suitability.
- Ask if any disability or other mitigating factor needs to be considered.
 - This purely for interview planning and accessibility; though some technical posts do demand good mobility, lifting and similar abilities.
 - If a person is disabled than arrangements to meet and escort the candidate must be made if necessary or requested.

These primary checks are to ensure a broad suitability and prevent unnecessary expense and problems for both candidates and company.

Interview

During the interview, if English is not the first language of the candidate, then allowance must be made for the speed and clarity of speech to ensure the candidate feels at ease, (Of course this cannot apply to telephone posts). Additionally any special provision for a disabled person must be fully addressed, both for the interview and future employment.

- If needed ask the candidate to talk more slowly.
- Speed is not a requirement for any post, however clarity is.
- Primary concern is to ascertain suitability against the technical or administrative skills the post demands.
- Current facilities and services for any potential employee must be specified clearly.
 - Access
 - Toilet, washing facilities
 - Kitchen and/or dining space if available

If there are any issues regarding any of the factors as listed in the introduction then they must be fully addressed and understood by the candidate.

Routine Working Practice

All employees must be able to come to work without any risk of insult or prejudice in any regard, as should any external individual who has reason to deal with company.

Show the same regard to all employees.

Show the same regard to any external person.