

# Equal Opportunities Policy



*This policy extends to our clients, client's employees and workers, and any place or venue where work is carried out is deemed to be a work environment and as such this policy applies.*

AV department recognises that discrimination is unacceptable, we have therefore made the decision to adopt a formal equal opportunities policy from the start of trading to ensure that it is built into the culture of the company from day one. Breaches of the policy by employees could lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of our policy is to ensure no client, job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

We ensure that our policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy is communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

AV department maintains a neutral working environment in which no employee or worker feels under threat or intimidated.

The recruitment and selection process is crucially important to any equal opportunities policy. We endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement is made on merit and all decisions relating to this are made within the overall framework and principles of this policy.

Job descriptions, where used, are revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We do not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

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We do not disqualify any applicant because he/ she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions are not influenced by any perceived prejudices of other staff.

Senior staff receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotions are in line with this policy.

We maintain and review the employment records of all employees in order to monitor the progress of this policy. Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/ national origin and sex of all applicants and current employees;
- The examination by ethnic/ national origin and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

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