



Commendium Ltd

Equal Opportunities Policy

Ver 2.1

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Author	Richard Walters
Manager	Richard Walters
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1.0	Initial Document
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2.1	Minor correction to sec 4.6

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1 PRINCIPLES

The aim of this Policy is ensure a high quality of activity within Commendium Ltd (“the Company”). It is expected that these procedures will be modified from time to time. The Policy cover aspects of work to do with general activity with the company and when dealing with customers and suppliers.

2 AUTHORITY

These Policies have the full support of the directorship of Commendium Ltd and therefore constitute an instruction. Persistent non-adherence to them is a matter for disciplinary action which is detailed in the Employee Handbook.

3 POLICY OVERVIEW

Commendium recognises that discrimination in the workplace in any form is unacceptable and in most cases unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment, recruitment and selection, training, development and promotion. In all situations people will be judged solely on merit or ability. Any breach of the policy will lead to disciplinary action which may include dismissal.

Each and every employee has a duty to observe and apply the policy at all times.

4 POLICY DETAILS

4.1 SCOPE

The Equal Opportunities Policy for Commendium Ltd covers all aspects of employment within the company. We also seek to engage, where possible, with companies that aspire to similar standards.

4.2 UK LAW

The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act, the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Age) regulations and their various amendments.

4.3 ADVERTISEMENTS FOR EMPLOYMENT

To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the appropriate agencies or independent media, as well as being advertised internally. Advertisements for jobs within the company shall indicate that the company recruits as an Equal Opportunities Employer.

4.4 APPLICATION OF POLICY TO JOB APPLICANTS AND EMPLOYEES

We will ensure that no job applicant or employee receives less favourable treatment or is disadvantaged on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age, religion or belief.

4.5 APPLICATION FORMS

Our application form will be as simple and straight forward as possible and we will not ask for unnecessary information. An example of an application form is given in Appendix One.

4.6 INTERVIEWS

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed/selected solely on the basis of capability.

4.7 EQUAL OPPORTUNITY ENVIRONMENT

Each and every employee has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the business.

4.8 GRIEVANCE PROCEDURE

The Grievance Procedure is available to any individual who believes that they have been discriminated against and we would urge those individuals to pursue their rights through this channel.

4.9 REVIEW OF PROCEDURES

Commendium Ltd will review the Equal Opportunities Policy and its effectiveness on a regular basis: such review will take place not less than annually. The results of these reviews will be reported to meetings of the Company and in such other places as the Commendium Ltd shall determine.

5 APPENDIX ONE – GENERIC APPLICATION FORM.

CONFIDENTIAL

APPLICATION FORM FOR EMPLOYMENT IN COMMENDIUM LTD

AS Name JOB Position

A	Mr	<input type="checkbox"/>	
	Mrs	<input type="checkbox"/>	Surname
	Ms	<input type="checkbox"/>	
	Miss	<input type="checkbox"/>	Forename(s)
	Address		
		
		Postcode
	Date of Birth		Tel Nos
	Current Driving Licence: YES/NO		Details of Current Endorsements:

B EDUCATION AND TRAINING

(i) SCHOOLS

Dates

Qualifications & Grade

.....
.....
.....

(ii) COLLEGES/UNIVERSITIES

Dates

Qualifications & Grade

.....
.....
.....

(iii) OTHER TRAINING

Dates

.....
.....
.....
.....

C EMPLOYMENT HISTORY (Please commence with most recent employer)				
Dates From - To	Name & Address of Employer	Job Title & Duties	Wages/ Salary	Reason for Leaving
Current Notice Required				

<p>D REFERENCES</p> <p>Please list names and addresses of two persons from whom we may obtain both work experience and character references. We reserve the right to contact past employers.</p>

Name Address Tel No Occupation In what capacity is the referee known to you?	Name Address Tel No Occupation In what capacity is the referee known to you?
----------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

E HEALTH DETAILS

Do you have a mental or physical disability: YES NO

If YES ... please give details

.....

What adjustments (if any) need to be made to the working environment to accommodate your disability

.....

F LEISURE - Please note any sports, hobbies, pastimes etc:

G CRIMINAL RECORD

Please list any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974.

If none please state:

.....

.....

.....

.....

H GENERAL COMMENTS

Set out below the principal reason for your application, your main achievements to date and the strengths you would bring to this post. **Add comment as necessary**

□

**I DATA PROTECTION NOTIFICATION:
(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed:..... **Date**.....

J I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed **Date**

Please note, if selected for interview, you will be required to provide documentary evidence of any qualifications claimed.

K The Asylum and Immigration Act 1996 makes it a criminal offence for Commendium Ltd to employ anyone who does not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the UK if invited for interview.

Do you have the right to work and live in the United Kingdom?.....

National Insurance Number(if applicable).....

Signed **Date**

6 GENERIC JOB ADVERTISEMENT

COMMENDIUM LTD

Job Title

Salary £xxxxxxx pa

Commendium Ltd, a Cumbrian business specialising in computer and internet services, is looking for a self-motivated **Job Title**. The successful candidate will be required to**description of Job**. This post will be based in the ***** area although travel throughout Cumbria will be necessary. A driving licence is essential and a company car will be provided. The ability to use one's initiative, be a "people person" and to maintain office systems is taken for granted. The **Job Title** will be required to work occasionally in the Penrith Head Office. A 40 hour week is worked which may include evening or week-end meetings from time to time.

An application form and job description can be obtained from Commendium Ltd, *our current address*, Tel:01768 838231 or from *Contact address*. Completed application forms must be received not later than *****

Commendium Ltd is committed to equal opportunities for all and welcomes applications for this post from all sections of the community regardless of sexual preference, race, colour, religion, marital status, age or disability.