



Neighbourhood Solutions Limited

EQUALITY & DIVERSITY POLICY

1. Scope

Neighbourhood Solutions Ltd is an Equal Opportunity employer and is committed to a policy that provides all employees with equality of opportunity for employment, career development and selection on the basis of ability, qualifications and suitability for the work. The purpose of the policy is to provide a harmonious and productive environment that allows employees to fulfil their potential. The Company's aim is to ensure that the composition of our workforce reflects the community within which it operates.

2. Objectives

This policy has been established in order to ensure that:

- 2.1 All employees are aware of the Company's intention to provide equality of opportunity for all employees. This will allow Neighbourhood to attract, develop, motivate and retain people who are essential to the continued success of the Company. In turn this will strengthen our reputation as a good employer.
- 2.2 There is no direct or indirect discrimination against any person on the grounds of their sex, race, ethnic origin, disability, age, marital status, sexual orientation, or religious affiliations or beliefs.
- 2.3 All employees co-operate with measures introduced by the Company for employees to inform the employer if they suspect that discrimination is taking place.
- 2.4 All employees are aware of the action that will be taken where discrimination is proven.
- 2.5 The Company achieves an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- 2.6 The Company complies with all relevant employment legislation.

3. Responsibility

Whilst the Company acknowledges that the Managing Director has overall responsibility for ensuring that this policy is understood and implemented, it is the duty of all Employees, particularly those involved in recruitment and administration, to guard against possible discrimination and to accept personal responsibility in the implementation of this policy.

4. Communication of the Policy

A copy of the Equal Opportunities Policy is available to all employees.

5. Recruitment and Selection

Any person specification that is used as an aid to selection shall only include requirements that are necessary and justifiable for the effective performance of that post and selection criteria will be regularly reviewed to ensure this. Recruitment literature shall not imply that there is a preference for one group of applicants unless there is a genuine occupational qualification imposed by legislation, in which case this must be clearly stated. All recruitment advertisements will include a short equal opportunity statement. Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, etc., with significant minority group rolls, as well as to the minority press/ media and organisations. Selection will be made on the basis of an individual's merits and abilities.

6. Monitoring

Monitoring will be undertaken by the Company at recruitment to ensure that we remain committed to our philosophy of "**Equal Opportunities for all**". Such information will be collated and held in strictest confidence by the Human Resources department.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

7. Advancement, Re-grading and Promotion

The Company is firmly committed to the principle that opportunities for advancement, re-grading and promotion should be available equally to all employees.

8. Training Monitoring and Development

The Company philosophy of '**Equal Opportunities for All**' is an important part of the organisations culture and training and development opportunities are offered to all employees as part of the role they are undertaking within the Company and, where possible, for personal development.

9. Grievance and Discipline

Any employee who feels they have been unfairly treated or discriminated against, in any sense associated with this Policy, is encouraged to pursue a complaint via the Company's Grievance Procedure. Discrimination will be treated as a disciplinary offence and will be dealt with under the Company's Disciplinary Procedure.

10. Grievance and Discipline

This Policy will be reviewed annually and amended at the Company's discretion.

Steve Bumstead
Operations Manager
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