



# CONCEPT balustrades

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## **EQUALITY STATEMENT**

This policy is based on the principles of mutual respect, fairness, inclusion and a commitment to tackling inequality and promoting equality of opportunity. It extends to the planning and development of all our operations, practices, procedures and delivery of services.

Concept Balustrades Limited is committed to monitoring and reviewing our practices and will take steps to make additions or changes where necessary to ensure legal compliance and best practice.

Concept Balustrades Limited's objective is to treat all employees, customers, suppliers and the general public equally irrespective of race, gender, gender reassignment, sexual orientation, religion or belief (including political belief), disability, age, marital or civil partnership status, pregnancy or maternity status and ethnic origin.

### **General principles**

- There shall be no discrimination in respect of the characteristics listed above.
- All staff have personal responsibility for the practical application of this policy and those involved in recruitment, promotion or training have specific responsibility for the practical application of this policy.
- In the event that any person accessing Concept Balustrades Limited's services considers that they have been unfairly discriminated against by a member of Concept Balustrades Limited's staff they should refer to the Customer Service and complaints procedure.
- Any staff member who feels that they have been unlawfully discriminated against should refer to the Company's grievance procedure.
- Any staff member who has been determined to have committed an act of unlawful discrimination shall be subject to disciplinary action according to the Company's disciplinary procedure.
- If there is any doubt about the terms of this policy or the application thereof the Managing Director of Concept Balustrades Limited should be consulted.

## Recruitment and selection of employees

Concept Balustrades Limited will:

- Pay attention to the style, content and language of our adverts and job specifications to ensure we convey an approach of fairness and equality of opportunity.
- Use a variety of media to maximise the circulation of job opportunities to reach diverse audiences and under-represented groups.
- Seek to ensure that recruitment and selection processes are transparent and open to ensure fairness and equity.
- Ensure that all staff involved in recruitment and selection receive appropriate guidance that enables them to understand, promote and manage diversity in our recruitment and selection processes.
- Make reasonable adjustments for disabled applicants in accordance with the Equality Act 2010 and any subsequent legislation.
- Ensure that decisions concerning the recruitment and career progress of staff are fair and unbiased, and made solely on the basis of objective criteria, individual merit and ability.
- Monitor, evaluate and review our policy and procedures to ensure consistency, fairness and good practice is maintained.

## Supporting staff

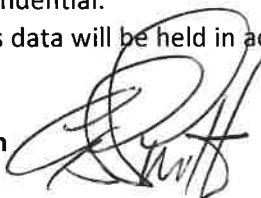
Concept Balustrades Limited will:

- Ensure that staff have a clear understanding and awareness of our commitment to equality and diversity and their role in promoting it and addressing the related emerging issues.
- Make reasonable adjustments for disabled staff in accordance with the Equality Act 2010 and any subsequent legislation.
- Be aware of cultural or religious days of importance and recognise that individuals may need to observe these in a way they feel is appropriate.
- Where possible, provide flexibility to staff in relation to hours, leave, location, travel and other work requirements that may significantly impact on their personal life and responsibilities.
- Seek to develop a broader range of work/life balance policies and practices.
- Ensure that we promote an understanding of dignity at work, by having clear definitions, standards of behaviour and safe and accessible ways for staff to report bullying, harassment and discrimination in the workplace.

## Monitoring Requirements

- Monitoring of recruitment will be undertaken and the data collated will help identify impact on equality of opportunity in employment and under-representation of certain groups across the workforce, as well as enabling proactive action to tackle potential discrimination.
- Information gathered through monitoring will be for statistical purposes only and will therefore be gathered on the basis that the information is voluntary, anonymous and confidential.
- This data will be held in accordance with the Data Protection Act 1998.

Grant Smith



Managing Director

Date.....4/1/18.....