

# The Chiltern Lift Company *Limited*

ALL TYPES OF LIFT INSTALLATIONS, SERVICING AND REPAIRS

8 FURLONG ROAD, BOURNE END, BUCKS, SL8 5DG

Tel: 01628 529247 Fax: 01628 810821 Email: enquiries@chilternlifts.co.uk

## The Chiltern Lift Company Equal Opportunities Policy

### Policy

- All employees and all applicants for employment will be given equal opportunity, irrespective of their race, ethnic origin, creed, colour, sex and marital status in all aspects of employment and training.
- The Equality Act 2010 shall be followed to ensure that any handicapped persons are provided with equal opportunity while in application to or in the employment of the company.
- Recruitment, training and promotion will be on the basis of job requirement and the individuals ability and fitness for work.
- The provisions of this policy will be communicated to all employees.

In reference to the Race Relations (Amendment) Act 2000, be assured that the Company **has not** and **will not**;

- Discriminate against any persons because of race, ethnic origins, creed or colour.
- Offer better terms to persons of a particular race, ethnic origin, creed or colour.
- Refuse to employ any persons on the grounds of race, ethnic origin, creed or colour.
- Deny promotion and equality of training opportunities on the grounds of race, ethnic origin, creed or colour.
- Dismiss any persons or subject them to any detriment on the grounds of race, ethnic origin, creed or colour.

### Recruitment and Promotion

- Applicants for employment shall be given sufficient information to enable them to assess their own suitability for the post.
- Recruitment literature will not imply that there is a preference for one sex of applicant. Advertisements will be aimed at as wide a group of suitably qualified and/or experienced people as possible.
- All applicants for employment shall be informed that the company operates an Equal Opportunities Policy.
- Personnel specifications will include only requirements that are necessary for the effective performance of the job.
- Employees may discuss their career prospects and their training needs with their departmental head.
- Vacancies will be notified on the notice board for the benefit of employees.
- The company not discriminate on the basis of sex or marital status in the allocation of duties.

[www.chilternlifts.co.uk](http://www.chilternlifts.co.uk)



Directors: R. Festorazzi, S.R. Festorazzi  
Registered in England No: 1090333  
Registered Office: As above

## **Training**

- The company will not discriminate in the provision of training.
- Appropriate training will be provided to enable staff to perform their jobs effectively.
- All staff involved in interviewing will be trained to ensure that selection is made on an objective basis.

## **Monitoring**

- The Directors are responsible for monitoring the effectiveness of this policy.
- Procedures will be reviewed annually. The Employee Register will be used for analysis.
- Where it appears that employees or applicants are suffering discrimination, the circumstances will be investigated and rectified, where practicable.
- Contravention of this policy by any member of staff will result in disciplinary action being taken in accordance with the Company Disciplinary Procedure.

## **Implementation**

- The company Directors are responsible for ensuring the implementation of The Chiltern Lift Company Equal Opportunities Policy.
- The policy will be made known to all employees and job applicants.
- The Equal Opportunities Policy will apply in all circumstances.
- The policy will be provided, as appropriate and particularly for supervisory staff, to ensure understanding and application of this policy.
- The company will respond promptly and sympathetically to any complaint from any employee.
- Records will be maintained as a basis for review.
- Procedures and records will be reviewed annually or more frequently, if necessary.

## **Grievances**

- Employees who have acted in good faith will not be penalised.

Signature of Director

***R. Festorazzi***

Mr. R. Festorazzi – Director

November 2011