

Racial Equality in Employment Policy

ABFAD Limited - Abseiling & Coating Specialists

This policy establishes the basic principles upon which the Company ABFAD Limited will protect equal opportunity for all people of whatever nationality or belief, in our employment, and in the way in which we conduct our business.

Policy:

1. Structure Racial Equality in Employment as an integral part of corporate decision making.

Racial Equality in Employment shall be a part of our corporate policy, ensuring recruitment, selection, training, promotion, discipline and dismissal are fair and comply to the Race Relations Act of 1976 and amendments 19th July 2003.

2. Victimisation, Discrimination or Harassment.

Management will ensure that victimisation, discrimination or harassment on racial grounds are disciplinary offences and will not be tolerated on any account.

3. Protection of Individual Rights of Employees.

Reasonable laws establish reasonable compliance and maintains individual's rights, all ABFAD employees shall have the right to communicate their needs to Management via communication meetings, informal discussions, Toolbox Talks and any other means they deem necessary e.g. writing, or formal interviews.

4. ABFAD Recruitment Plan.


ABFAD Limited will recruit via Press, Advertisement, Word of Mouth and local Job Centres. Applicants need not have training in Industrial Rope Access Procedures, however they must show willing to be a part of a team and contribute to the expansion of the company.

5. Mandatory Training and Exercises.

Training in racial equality for any staff responsible for recruitment and selection will be mandatory and will be audited by Senior Management to ensure ABFAD procedures are adhered to, and that all selection processes for promotion and training are fair and comply with the Race Relations Act 1976 and amendments 19th July 2003.

The ABFAD Limited Managing Directors will be responsible for formulation, development and implementation of Equal Opportunities and ensure fair treatment of all employees of whatever colour, creed or belief.

C.S. Haritou
Managing Director
ABFAD Limited



Responsibilities for Policy Implementation:

Managing Directors, Managing Supervisors.

Managing Directors, Line Manager and Supervisors are responsible to ensure that ABFAD Limited procedures regarding the decision making of employment are adhered to and enforced where necessary to comply with current legislation.

Manager of Employment and Training.

The Manager of Employment and Training is responsible for advice and guidance on matters relating to the welfare of personnel and shall ensure equal opportunities are offered to "all" ABFAD employees. The Manager will be responsible for Auditing activities, performance records, documentation reporting and keeping abreast of legislative changes affecting Racial Equality in Employment. Disciplinary action will be undertaken on the grounds of racial victimisation or harassment.

Employees.

It is a duty of all employees to assist with enhancing relations between themselves and other employees of whatever race, colour or creed, and where others are affected by their acts at work e.g. the general public or clients. Employees are encouraged to co-operate with management and fellow workers, through the application of our "Open Door Policy", reporting malpractice and deficiencies in facilities or procedures.

Implementation Arrangements.

Recruitment Officer will be responsible to ABFAD Directors in maintaining the standard of our Company Policy, which is to ensure applicants are given equal opportunity for work and monitor numbers of white, black and ethnic minority employees and if under-represented to then take action to remedy the situation of a criteria of a 1 - 5 ratio.

Competence.

ABFAD Directors recognise that personnel must be competent to carry out their functional duties, to this end all employees will receive an equal opportunity for further training and advancement.