

COYLE PERSONNEL'S SERVICE DELIVERY EQUAL OPPORTUNITIES POLICY STATEMENT

Policy Statement

Coyle Personnel Plc treats all people with equal respect, concern and consideration and recognises the contribution made to the community by all individuals. We strive to ensure that this belief is embodied in the way we provide services, in our employment practices, and how we work with our partners / agencies in the community.

We will with our partners, agencies, contractors and all other associated organisations, work to eliminate unlawful discrimination and promote equality of opportunity and good race relations

This policy statement sets the framework for the Coyle Personnel Plc policy statement for employment and both will be implemented by means of an Action Plan whereby the Key Objectives will be translated into specific action over a period of time.

Key Objectives

To achieve and maintain these standards, Coyle Personnel Plc will:

- Embody these beliefs in planning services such as that equal opportunity is at the heart of each service portfolio and underpins all service provision;
- Provide clear information on all Coyle Personnel Plc services including individual's rights to access them;
- Ensure that the Coyle Personnel Plc's workforce better reflects the community it serves; Coyle Personnel Plc will ensure that its recruitment and training policies and practices are consistent with good equal opportunities practice;
- Expect all its service users, employees and partners / agencies to take action to challenge and oppose harassment of local people on grounds of age, gender, ethnic origin, nationality, religion, sexuality, mental status or disability;
- Develop, maintain and review consultation procedures which ensure that all Clients and Candidates can have a say in the future of Coyle Personnel Plc and its services;
- Ensure that fair and equal access to our recruitment services is monitored;
- Raise awareness of, and promote, the diversity of recruiting for all and strive to meet the diversity of needs of different communities;
- Monitor the application of these principles against legislative requirements, and our published procedures are in line with the Commission for Racial Equality Standard.

COYLE PERSONNEL'S STATEMENT ON EQUALITIES AND EMPLOYMENT

Coyle Personnel Plc is an equal opportunities employer. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

To achieve this Coyle Personnel Plc undertakes to ensure that:

- 1 **Advertising and recruitment** are not confined unjustifiably to publications, agencies, job centres etc which because of their particular source of applicants, provide only or mainly applicants of a particular group.
- 2 **Transfer, promotion and training opportunities and the application procedures** for them are made known to all eligible employees and not in such a way to exclude, or disproportionately reduce the number of applicants from a particular group.
- 3 **Selection criteria for appointment, transfer, promotion and training** are strictly related to the job and person specification or training requirements and are consistently applied to all applicants.
- 4 **Terms of employment, benefits, facilities and services** are constructed in a fair and equitable manner and that they are applied consistently to all employees in the same or similar circumstances.
- 5 **Training to promote understanding and effective implementation** of Coyle Personnel Plc's equal Employment Opportunities Policy by all employees is provided.
- 6 **Complaints concerning discrimination, victimisation and harassment** are dealt with in accordance with Coyle Personnel Plc's procedures and will not subsequently result in the complaint receiving less favourable treatment than other employees, in the same or similar circumstances.
- 7 **Criteria for dismissal** are solely those consistent with Coyle Personnel Plc's policies and practices for example in regard to misconduct, efficiency, permanent ill health, redundancy or lack of capability.
- 8 **Personnel data relating to age, ethnicity, gender and disability** is collated at the point of recruitment, and updated on an ongoing basis to provide Coyle Personnel Plc with an overview of employment patterns in relation to equal opportunities. All data is treated as confidential.
- 9 **Monitoring the implementation of the policy** is carried out through an annual report to the Directors, from which decisions are made, about any programme of action required to make the policy fully effective.

All employees of Coyle Personnel Plc have responsibility for ensuring equality of opportunity for their fellow employees and job applicants and they personally must not-

- Discrimination in the course of their employment against fellow employees or job applicants, or harass them;
- Induce, or attempt to induce other employees to practice unlawful discrimination;
- Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

Managers and supervisors at all levels are expected to set an example in non-discriminatory behaviour, create an appropriate working environment and use fair working practices, and ensure, as far as reasonably practicable, that employees for whom they have responsibility act in accordance with Coyle Personnel Plc's policy on equal opportunities.

This policy adheres to the general principles and requirements of the Codes of Practice issued by the Equal Opportunities Commission and for Racial Equality and guidelines issued by the Disability Rights Commission

This document represents Coyle Personnel Plc's agreed Equal Opportunities Employment Policy Statement. Coyle Personnel Plc strongly recommends the policy to all Governing Bodies. However, the application of the principles set out in this statement to staff and jobs within the remit of a Governing Body is for the Governors to determine.