

EQUAL OPPORTUNITIES POLICY

ID Security Systems Ltd

Is an equal opportunities employer



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The Director responsible for the implementation of Equal Opportunities Policy within ID Security Systems Ltd is Mr. I. Harris.

The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, disability, colour, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity and age, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The company's selection criteria will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be treated equally within the company's service and will be encouraged to progress within the organisation.

Attracting Applicants

The company will achieve the above aims by recruiting employees in a fair and non-discriminatory basis.

In order to achieve this: -

The company will not recruit by 'word of mouth' as this is seen as restrictive to applicants from racial groups who may be under-represented within the workforce.

When advertising the company will: -

Seek to use a wide range of organisations and publications to advertise all vacancies with the aim of attracting interest from a wider community. The company will also ensure that the wording of job adverts does not place unfair restrictions or requirements on a particular racial group or groups, e.g. specifying length of residence in the U.K., requesting specific qualifications which are not necessary for the effective performance of the job.

The company will also ensure that all adverts include wording, which demonstrates our commitment to equality of opportunity and encourages applications from under-represented groups for jobs with the company.

Monitoring

To ensure direct or indirect discrimination is not occurring we will maintain and regularly review the employment records of all employees in order to monitor the progress of this policy. Monitoring will involve the collection and classification of information regarding the ethnic/national origin, gender and disability of all current employees, and the success rate of applicants.



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CCTV

Access Control
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The results will be reviewed annually to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff. The company is committed to making this policy fully effective.

Selection

The aim of the company will be to select employees on fair and non-discriminatory basis.

This will be achieved by: -

- a) Measuring the suitability of each applicant/candidate against the requirements of the job.
- b) Examining selection tests to ensure that they are related to job requirements and are not unlawfully discriminatory.

Promotion

The aim of the company will is to promote employees on a fair and non-discriminatory basis.

This will be achieved by: -

- a) Ensuring that the promotion criteria relates specifically to the individuals ability and aptitude to the job.
- b) Periodically reviewing the promotion criteria.
- c) Keeping a record of the ethnic origin of employees selected for promotion (for monitoring purposes).

DIRECT DISCRIMINATION

This consists of treating a person's race/sex ground less favourably than others are or would be treated in the same circumstances.

INDIRECT DISCRIMINATION

This consists of applying a requirement or condition which, whether intentional or not, adversely affects a larger proportion of one racial group than other and cannot be justified on non-racial grounds. In accordance with our company disciplinary rules, discrimination of any kind is seen as gross misconduct and will not be tolerated.

Any employee who believes that they have been treated unfairly on any of the above grounds in connection with their employment can either go through the existing procedure, or directly to one of the directors. Every effort will be made to resolve the matter satisfactorily.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will provide training and guidance for all managers, to ensure they fully understand both their legal obligations and responsibilities within the company policies.

The company is committed to a programme of action to make this policy fully effective.

Signed *I. Harris* Date: 29 October 2008

Name: I. Harris Position: Director



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