

Equal Opportunities Policy for F A R Solutions Limited

F A R Solutions Limited aims to be an equal opportunities employer as detailed within this policy.

The objectives of the equal opportunities policy is to:

- Ensure that the company has access to the widest labour market
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves
- Achieve an ability-based workforce, which is in line with the working population mix in the relevant market areas
- Ensure all clients of F A R Solutions Limited receive consistently high standards of service and treatment whilst in our care
- Provide facilities and access to training and development for all employees regardless of gender, marital status, colour, race, ethnic origin, nationality or disability

The co-operation of all employees is essential for the success of this policy, however, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant acts of parliament as well as the various codes of practice, lies with the company director. Behaviour or actions against the spirit and letter of the laws on which this policy is based will be considered serious disciplinary matters and, in some cases, lead to dismissal.

This policy covers all aspects of employment, from vacancy advertising, selection, recruitment and training to conditions of service.

To ensure this policy is operating effectively (and for no other purpose) the company will review employees' and applicants' racial origins, religion, gender and disability. Ongoing monitoring and regular review of such provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The company's long-term aim is that the composition of our workforce should reflect that of the community. When recruiting for vacancies and promoting training opportunities, special steps, as permitted by the relevant acts of parliament, will be taken to help disadvantaged and/or under represented groups to compete for such on a genuine basis of equality.

The company director is responsible for the effective operation of the company's equal opportunity policy. A copy of the policy is available for all employees.
Advertising Vacancies and Training Opportunities

Advertising Vacancies and Training Opportunities

- Wherever possible all vacancies will be advertised simultaneously internally and externally
- Steps will be taken to ensure that knowledge of vacancies and training opportunities reach under represented groups – both internally and externally
- Wherever appropriate vacancies will be notified to job centres, careers offices, schools, colleges, universities etc., with significant minority groups as well as to minority press/media and organisations

Selection and Recruitment

- Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job
- Wherever possible more than one person will be involved in the selection interview and recruitment process and all should be aware of the company's equal opportunity policy
- Reasons for selection of applicants for vacancies will be recorded where considered relevant but it is our company's aim to take reasonable steps to employ and promote on the basis of ability and qualifications with regard to gender, marital status, colour, race, ethnic origin, nationality or disability in line with our Equal Opportunities Policy

Positive Action – Training, Promotion and Conditions of Employment

- Under-represented groups will be encouraged to apply for training and employment opportunities with the company
- Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion, however, recruitment to all posts will be strictly on merit
- Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet with the special needs of disadvantaged and/or under-represented groups

Personnel Records

- In order to ensure the effective operation of the equal opportunities policy (and for no other purpose) a record will be kept of all F A R Solutions Limited employees and job applicants'
- Where necessary, employees will be able to check their own record of these details, otherwise access to this information will be strictly prohibited unless required by UK law

The company has employment policies in place covering equal opportunity, recruitment and training & development policies in line with current legislation. These are regularly reviewed and monitored to ensure effectiveness. All company policies are designed to promote good practice and ensure fair and equal treatment of all new and existing employees of F A R Solutions Limited.

Employees of F A R Solutions Limited will receive a contract of employment outlining terms and conditions of employment and details of policies and procedures. All employees will receive an induction programme.

Action to Implement Policies

In order to ensure policies are put into practice in the day to day operation of the business, F A R Solutions Limited will review current practice, policies and procedures and ensure the following action plan containing explicit, measurable and achievable objectives and targets is implemented.

- Training and guidance will be provided for key decision makers where appropriate and relevant.
- The existing workforce will be monitored as well as the application and effects of the policy.
- Procedures for recruitment, selection, promotion and training F A R Solutions Limited employees will be monitored and reviewed.
- Procedures for resolving grievances about unfair discrimination and harassment will be reviewed.
- Flexible working practices will be adopted wherever possible and appropriate.
- Facilities for and access to training will be reviewed.
- All policies are reviewed on a regular basis.
- Every effort will be made to adopt good practice wherever practicable.

**F A R Solutions Limited policies will be reviewed in line with
Legislation and directives as outlined below:**

- Time off for dependents
- Parental leave
- Maternity leave regulations
- Part-time work regulations
- Disciplinary and grievance procedures
- Working time regulations
- Stakeholder pensions

This policy is fully supported by the company director. All employees are responsible for playing their part in achieving its objectives.

Fernando Rose
Managing Director
1st May 2008