



## **RCCN Equal Opportunities and Diversity Policy**

### **What this policy covers**

RCCN recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

RCCN will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the RCCN's behalf are required to adhere to this policy when undertaking their duties or when representing RCCN in any other guise.

### **Employees' entitlements and responsibilities**

#### Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and RCCN will take all necessary action to prevent its occurrence.

Specifically, RCCN aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. RCCN will review all policies and implement necessary changes where these could improve equality of opportunity.

#### Recruitment of ex-offenders

RCCN actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate.

RCCN requires all applicants to provide details of any criminal record at an early stage in the application process. Any such information should be sent in a separate confidential letter to the designated person. Where appropriate RCCN will also carry out an Enhanced CRB Check. Only those who need to see the information in the CRB Check or in the letter as a formal part of the recruitment process will have access to this information.

Having a criminal record will not necessarily prevent job applicants from being appointed.



Specialist Cleaning & Facilities Management

Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). RCCN will discuss with any applicant the relevance of any offence to the job in question.

If any applicant fails to reveal any information relating to disclosures in accordance with the Company's Disclosures Policy, this may lead to the withdrawal of an offer of employment.

### Career development

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, RCCN will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

### **Procedure**

#### Complaints of discrimination

RCCN will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

If anyone believes that they have been discriminated against, they are encouraged to raise the matter as soon as possible with their manager or other senior employee using the Company's Grievance Procedure (outlined elsewhere in the Employee Handbook).

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If any employee makes an allegation of discrimination, RCCN is committed to ensuring that he or she is protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures.

#### Investigating accusations of unlawful discrimination

If any employee is accused of unlawful discrimination, the Company will investigate the matter fully.

During the course of the investigation, the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that the employee's actions amount to unlawful discrimination, he or she will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

**Mark Kiaie**  
**Managing Director**