

The Kitchen Equipment Company Limited

EQUAL OPPORTUNITIES POLICY

1. PURPOSE

To promote equal treatment for all employees or potential employees irrespective of race; creed; colour; sexual orientation; nationality; ethnic origins; religion; disability; age; gender; marital status or Trade Union membership; and that it is managed in such a way that the Organisation complies with and goes beyond the Equal Opportunities legislation and Codes of Practice.

Issues regarding the employment of disabled persons and harassment are also referred to in policies specifically designed to cover these issues.

2. SCOPE

All established and temporary employees and all job applicants. This policy has particular relevance to all those concerned with recruitment, training and promotion procedures and /or decisions.

3. POLICY STATEMENT

The Kitchen Equipment company ltd is committed to equality of opportunity in all its employment practices, policies and procedures. To this end, within the framework of the law, we are committed, whatever practicable, to achieving and maintaining a workforce which broadly reflected the local catchment area within which we operate. No employee or potential employee will therefore receive less favourable treatment due to their race, creed, colour, sexual orientation, nationality, ethnic origins, disability, age, religion, gender, Trade Union membership or marital status.

4. ADVERTISEMENTS

All vacancies will normally be advertised within the Company in order to provide an equal opportunity for all interested persons to apply. All external recruitment will ensure that applications will be encouraged from all suitably qualified individuals and where appropriate, particular emphasis will be placed upon encouraging applications from those who may be currently under representing the workforce.

An exception to the above applies when special arrangements are made for the redeployment of personnel who would otherwise be at risk from redundancy. All advertisements, whether internal or external must be approved by the Personnel Department after discussion with the Manager recruiting the vacancy.

5. RECRUITMENT, TRANSFERS AND PROMOTIONS

The external application form has been designed in order to obtain all the necessary information to provide the basis for an equitable and instructive interview and for the screening and selection of applicants. Personal details which are not necessary for recruitment decision to be made – such as marital status, number of children, next of kin, gender, race or creed are therefore not specified.

All those concerned with recruitment will receive training in interviewing skills and equal opportunities. Prior to the selection process beginning, managers will examine all selection criteria to ensure that they are related to the job requirement and are not unlawfully discriminatory.

Applicants are to be advised at the beginning of each interview that is an “equal opportunity interview”. If they are uncertain about the purpose of any question which they believe to be intrusive, they should ask for clarification before feeling any need to respond. The Company shall not insist upon higher education or professional qualifications other than those which are strictly necessary for the job. In assessing qualifications it will not be assumed that overseas diplomas or degrees are of a lower standard than their UK equivalents. Wherever possible experience may count as an equivalent to professional qualifications, the requirements form which will then be waived, wherever possible.

All appointments will be made solely on merit, regardless of gender, age, marital status, religion, nationality, ethnic or racial origin, sexual orientation, Trade Union membership or disability.

6. TRAINING AND DEVELOPMENT

The Company’s training programmes will be designed to support the aims of the Equal Opportunities Initiatives. Stereotyping, prejudice or any other form of discrimination will be eliminated from all internal courses. Every effort will be made to select external courses which also meet these requirements.

The criteria for selecting employees for training opportunities must be non-discriminatory. These will be based upon the employee’s merits and abilities, business needs and the availability of appropriate work related courses. Wherever practicable training will be arranged so that all categories of employees may attend, e.g. part-timer.

All employees will be appraised annually and there will be positive encouragement to discuss suitable development and training opportunities.

7. REDUNDANCY AND REDEPLOYMENT

With reference to the appropriate policies the selection of redundancy and/or redeployment must be conducted in a manner which avoids any direct or indirect discrimination. Specific statutory protection applies to persons who are either pregnant, on maternity leave or are nursing mothers.

8. OTHER POLICIES

All organisation policies, remuneration opportunities, shift working, overtime opportunities and benefits are designed to promote equal potential for all employees.

9. ADHERENCE POLICY

It is the responsibility of managers/supervisors to:

- a. Ensure that the minimum standards established within this policy are adhered to within their area of responsibility.
- b. Review the effectiveness of the policy and all associated Action Plans.
- c. All employees, at every level must:
 - i. co-operate with any measures introduced to ensure equal opportunity:
 - ii. report any suspected discriminatory acts or practices:
 - iii. not induce or attempt to induce others to practice unlawful discrimination:
 - iv. not victimize anyone as a result of them having reported or provided evidence of discrimination:
 - v. not harass, abuse or intimidate others on account of their race, gender etc:
 - vi. Not canvass job applicants in an attempt to discourage them for applying or taking up a post.

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment, will be dealt with as gross misconduct.

10. GRIEVANCES

Any employee who has a concern regarding the application of this policy should normally make use of the company's grievance procedure.

Any prospective employee may request a copy of this policy and submit any grievance, which must be in writing, to within 14 days of the alleged incident. An investigation will then be conducted and the individual will receive a written report as to the outcome.

11. RESPONSIBILITY

All those persons referred to within the scope of this policy are required to adhere to its terms and conditions. They must understand that this policy is also incorporated into their contract of employment.

Individual managers are responsible for ensuring that this policy is applied within their own area. Any queries on application or interpretation of this policy must be discussed with the Personnel Department prior to any action being taken.

The Personnel Department has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to this policy can only be implemented following consideration and approval by the Managing Director.

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