



## Equal Opportunities

### Statement of Intent

In the provision of services and the employment of staff, JOS Structures Ltd is committed to promoting equality of opportunity for everyone. Throughout its activities, (JOS Structures Ltd) will treat all people equally, whether they are:

- Seeking or using our services
- Applying for a job or already employed by us
- Contracting to supply us with goods and services

JOS Structures Ltd is committed to eliminating discrimination and to achieve this JOS Structures Ltd will not discriminate directly or indirectly through applying conditions or requirements, which cannot have shown to be justified. It will not discriminate on the grounds of age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality or national origins, race, religious beliefs, responsibility for dependants, sexuality or unrelated criminal conviction.

It is the responsibility of every employee of JOS Structures Ltd to uphold and implement this policy and the direct responsibility of management to manage and plan our activities so as to realise this policy.

## **Right to work**

Whilst we endeavour to provide equal opportunities, and develop a diverse workforce, we are mindful that not all persons have the legal right to work in the UK. We will carry out suitable checks when employing new workers and will also satisfy ourselves that the potential employee is also the rightful holder of the documents presented.

Reference will be made to the latest version (at the time of this policy review the last update was 2<sup>nd</sup> July 2024) of the UK Governments 'Employer's guide to right to work checks'.

Where a worker has time-limited permissions to work in the UK, we will recheck the right to work of those individuals when their previous permission comes to an end.

Copies of documents verified will be retained for at least 2 years after the individual has left the company.

The majority of our temporary workforce comes through an agency called Hudson Contract. We have ensured that they also have suitable eligibility checking in place. Please refer to their 'Method Statement' document for details.

We will carry out periodic reviews, including randomly checking the right to work of workers that have already been processed through our system, to ensure reliability of our checks.

**Anita O'Sullivan** holds the duty to ensure these checks take place.

## **Recruitment and Selection**

JOS Structures Ltd aims to ensure that no job applicant suffers discrimination in the selection process. Our recruitment procedures are reviewed regularly to ensure that individuals are treated based on their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.

- Job advertisements will avoid stereotyping or using wording that may discourage groups with a protected characteristic from applying.
- Applicants should not be asked about health or disability before a job offer is made.
- Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy.
- Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of a director (who should consider taking advice as to whether such matters are relevant and may lawfully be taken into account).

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

## **Training**

Training needs will be identified through regular meetings with employees. All employees will be given appropriate access to training to enable them to meet the requirements of competency-based assessments, work safely and ensure the safety of others around them.

Our training resources are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful

obstacles to accessing them.

### **Employee rights**

We recognise that the Employment Relations Act 2004 establishes a number of rights at work in the following areas:

- Trade union recognition/derecognition
- Industrial action ballots
- Unfair dismissal of strikers
- Maternity leave
- Parental leave
- Time off for dependants
- Employment tribunal awards
- The right to be accompanied in disciplinary and grievance hearings
- Partnership
- Part time work
- Employment agencies

We aim to treat employees fairly and without discrimination and will follow both the spirit and the letter of the prevalent legislation.

**John O’Sullivan** and **Anita O’Sullivan** have joint responsibility to ensure compliance with this legislation.

### **Relevant legislation**

- Equality Act 2010
- Immigration, Asylum & Nationality Act 2006
- Section 24B of the Immigration Act 1971
- Schedule 6 of the Immigration Act 2016
- Employment Relations Act 2004

Signed: (Director) *John O’Sullivan*

Date: 23<sup>rd</sup> August 2024