



# R J Holmes Electrical Contractors Ltd

10 Wellesley Road, Wanstead, London E11 2HF

Telephone: 0208 281 4849

Fax: 0208 530 7466

E-mail: [info@rjholmeselec.co.uk](mailto:info@rjholmeselec.co.uk)

Website: [www.rjholmeselec.co.uk](http://www.rjholmeselec.co.uk)

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**The Company is committed to working to be an equal opportunity employer in all its activities and promoting an equal opportunities culture within all its operation and services.**

## **EQUAL OPPORTUNITIES POLICY**

The Directors and staff are committed to the provision of equal opportunities within its services.

The Company's business is accessing and securing jobs for local people by enhancing their employment performance through tailored training. We wholeheartedly support the principle of equal opportunities in employment and oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, ethnic or national origin, creed, sex, marital status or disability. This policy therefore concerns all matters directly or indirectly related to employment affecting individuals or groups whether they are actual or potential employees.

Our equal opportunities policy aims to ensure that no applicant for these services receives less favourable treatment. We believe that it is in our interest to ensure that the human resources, talent and skills available throughout the community are considered when employment and training opportunities arise.

Every possible step will be taken to ensure that individuals are treated fairly and that decisions on recruitment, selection and training are based solely on objectives and job related criteria. Furthermore, no applicant will be disadvantaged by any condition or requirements, which cannot be shown to be justified.

**R J HOLMES ELECTRICAL CONTRACTORS LTD.** recognizes that passive unstated policies will not themselves provide equality of opportunity. In order to put this policy of equal opportunities into practice in the day to day operation of the business we will therefore:

Adopt a strategy outlining explicit, measurable and achievable objectives and targets

Keep procedures for recruitment, selection and training under regular review

Ensure that all personnel involved in recruitment and selection are fully trained in equal opportunities issues

Review mechanisms for resolving grievances about unfair discrimination and harassment

Monitor the existing workforce and the application and effect of the policy

Review the policy on a regular basis

The Directors are supportive of this policy statement. They are responsible for monitoring and evaluating the implementation of the equal opportunities policy and for reviewing policy and practice.

It is the responsibility of individual members of staff to ensure that their own working practices are lawful and fair. Under the acts, employees are personally liable for their own actions.

The equal opportunities policy is in accordance with the statutory requirements of the relevant Acts (Sex Discrimination Act and the Race Relations Act) and in accordance with the guidance provided in the Codes of Practice of the Commission for Racial Equality and the Equal Opportunities Commission.

R J Holmes

Director

4<sup>th</sup> December 2009