



EQUAL OPPORTUNITIES POLICY

Policy Statement

Norscot Technical Services Ltd, and its trading divisions, is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

It is the policy of the Company to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status and/or disability. The Company will appoint, train, develop and promote on the basis of merit and ability alone.

Employees have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination.

Employees must not harass, bully or intimidate other employees on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Recruitment

The recruitment process will be conducted in such a way to result in the selection of the most suitable person for the job in respect of abilities and qualifications.

When advertising job vacancies, the advertisements should not prescribe unnecessary requirements or be confined to those areas of publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, age, marital status, religion or racial group or those with a disability.

Selection

The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specification and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job. With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work provisions, criteria or practices or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Interviewing

All questions that are put to the applicants will relate to the requirements of the job. If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age marital or civil partnership status, disability, children and /or domestic obligations.

Electrical, Electronic, Hydraulic & Pneumatic Control System Engineers.



Norscot Technical Services Ltd

4 Riverside Field Ind Est, Dingwall, Ross-shire, IV15 9LE

TEL: 0845 003 9207 FAX: 01854 613441 MOB: 07738 785677

Email: info@norscotts.co.uk Web: <http://www.norscotts.co.uk>

Training and Promotion

All persons responsible for selecting employees for training or promotion, will be instructed not to discriminate on grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status and disability.

Terms of Employment, Benefits and Services

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Equal Pay

The Company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to maintain a pay system that is free from bias and based on objective criteria.

Grievances and Complaints

All allegations of discrimination will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints about unlawful discrimination. Such complaints should be raised promptly under the terms of the Company's grievance procedure.

Monitoring Equal Opportunity

The Company will monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its standard working practices. If changes are required, the Company will implement them. The Company will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Shân Weston
Managing Director
22nd July 2009

Electrical, Electronic, Hydraulic & Pneumatic Control System Engineers.

Registered in Scotland No: SC310221

VAT Reg No: 895 0281 03