

## **Profiwall Ltd Equal Opportunities & Diversity Policy**

Profiwall Ltd is committed to a comprehensive policy of equal opportunities and to encouraging equality, diversity, and inclusion among the workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best. The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

In recruitment and employment all individuals are selected and treated on the basis of their relevant merits and abilities without regard to sex, marital/civil partnership status, gender reassignment, disability, race, age, sexual orientation or religion/belief or lack of any religion/belief and are given equal opportunities within the company. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on grounds not relevant to good employment practice.

The policy and practice of the company require that all employees are afforded equal opportunities within employment and that entry into employment with the company and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.

The policy's purpose is to:

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.
- Provide guidance and to help understand the principles of the Equality Act 2010.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

The company welcomes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications. The recruitment process must result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary.

As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:

Unit 9 Baublock  
Blackburn Road  
Simonstone  
Burnley  
BB12 7FS  
[www.profiwall.co.uk](http://www.profiwall.co.uk)

○ *SELECTION CRITERIA*

The selection process will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in the further particulars sent to applicants which will also include details of the company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular religion, marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

○ *ADVERTISING*

Job advertisements will be widely publicised to encourage applications from all suitably qualified and experienced people. In order to attract applications from all sections of the community, the company will endeavour to ensure that advertisements are not restricted to areas or publications which would exclude or disproportionately reduce applications from a particular gender, religion, age group or racial group and will avoid prescribing requirements as to marital status or age. All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity.

○ *SELECTION METHODS*

The selection process will be carried out consistently for all jobs at all levels. All those handling applications and conducting interviews must be aware of the principles of the Equality Act 2010. The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job.

○ *INTERVIEWS*

The staff responsible for shortlisting, interviewing, and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will interview applicants and all questions will relate to the selection criteria. No questions will be based on age, health (except where permitted by the Equality Act 2010), assumptions about roles in the home and the family or the assumed suitability of different ethnic groups for the post in question. Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to enable candidates to compete on an equal basis.

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○ *TRAINING*

To help meet the objectives of this policy the company will provide training that:

- increases awareness of the prevalence of harmfulness of discrimination and prejudice against people because of a protected characteristic.
- examines the nature of discrimination, both direct and indirect, and the ways in which it can occur and can be prevented.
- assists managers and employees to behave in ways that are non-discriminatory; and
- explains the operation of and access to grievance and disciplinary procedures.

○ *PROMOTION*

When considering candidates for promotion general ability will be the main requirement and employees who fall within any protected characteristic group will not be discriminated against.

○ *GRIEVANCE PROCEDURES*

All allegations of discrimination against a person because of a protected characteristic will be dealt with seriously and confidentially.

○ *RECORD KEEPING*

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep records of the sex, ethnic group, age, and any disability of its employees and of all candidates and of those shortlisted and appointed. Records may be used to determine whether members of one sex or persons of a certain racial group, religion or age bracket or those with a disability do not apply for employment or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain jobs. The company will investigate the practicalities of monitoring progression within employment, including access to training and development, promotion, and grading.

○ *REVIEW OF RECRUITMENT PRACTICE*

Recruitment procedures and practices will be kept under review so as to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

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Signed: 

Date: 6.12.2022

Mr P. Justin Pritchard  
Director

Review Date: 16.12.2023