

EQUAL OPPORTUNITIES STATEMENT

Recruiting Solutions confirms its commitment to a comprehensive policy of equal opportunities in employment, in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities. The aim of this policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice. Recruiting Solutions is committed to a program of action to make this policy fully effective. It is Recruiting Solutions responsibility as an employer to treat all people equally irrespective of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, age or political belief.

ETHICAL TRADING POLICY

1. All employees will be recruited, promoted, transferred and trained on the basis of ability, job requirement and fitness for the job, as defined in the Person Specification and Job Description.
2. Employees will not be dismissed or made redundant on the grounds of sex, race, colour, religion, ethnic or national origins, age, sexual orientation, marital or parental status or social class.
3. Employees will not be discriminated against on any of the above grounds in performance appraisal and any performance review system introduced will reflect this policy.
4. Employees will not be discriminated against on any of the above grounds in the affording of Terms of Employment or in the provision of benefits, facilities and services.
5. Employees will not be discriminated against on any of the above grounds in the operation of grievance disputes and disciplinary procedures.
6. Certain posts may carry genuine occupational qualifications. These will be few, and the need for such a title will be reviewed whenever such a post falls vacant.
7. The Ethical Trading initiative will set up and maintain such records as are necessary to enable monitoring of the effectiveness of this policy. These records will be made available to any member of staff who wishes to view them.
8. A copy of the Ethical Trading Initiative Policy will be given to all new employees and the induction training of new employees will include a reference to the policy. Additionally, induction training will point out the employee's own responsibilities under the various Acts and the appropriate Codes of Practice.
9. Necessary training to ensure the effective implementation of this policy will be carried out by the Ethical Trading Initiative.
10. Any employee who considers that he or she is suffering from unequal treatment on the grounds of sex, disability, race, colour, ethnic or national origin, religion, age, sexual orientation, marital or parental status or social class may raise a complaint through the Ethical Trading Initiative's agreed grievance procedure.
11. All recruitment advertising will clearly state that the Ethical Trading Initiative is an Equal Opportunity employer.
12. This policy will be reviewed in the light of changing legislation or guidance from appropriate bodies in conjunction with staff organisations throughout the established consultative machinery.

HEALTH & SAFETY

EMPLOYEE'S DUTIES

The general duties of an employee are that they:

- . Must take reasonable care for the health and safety of themselves and others around them at work.
- . Must attempt to understand the hazards in the workplace.
- . Must comply with safety rules and procedures.
- . Must not interfere with or misuse things provided in the interest of health and safety or welfare.
- . If an employee has an accident at work, no matter how minor, it must be reported immediately to his/her supervisor and to a First Aider for treatment.
- . Details of any accident should be recorded in the company (workplace) Accident Book, and to Recruiting Solutions.
- . It is in the interest of all employees to keep the workplace tidy and let your supervisor know about any potential hazards.
- . Make themselves aware of Fire Exits, Warning and Information signs in the workplace.