

Equal Opportunities Policy

Connexions 4 London Limited

1. Statement of policy

The purpose of this policy is to communicate Connexions 4 London Ltd's promotion of equal opportunities in the work place.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment.
- Marital or civil partnership status.
- The reliance or none reliance of dependants.
- Religious beliefs.
- Political Opinion.
- Race (including colour, nationality, ethnic or national origins).
- Disability.
- Sexual orientation.
- Age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefits will be made objectively and without unlawful discrimination.

Connexions 4 London Ltd recognises that the provision of equal opportunities in the workplace is not only correct management practise but also makes sound business sense. Our equal opportunities policy will help all those who work for Connexions 4 London Ltd recognise and develop their full potential. This in turn allows the resources and talents of the workforce to be utilised fully and maximises the efficiency of the organisation.

2. The Scope (To whom the policy applies)

The equal opportunities policy applies to all who work for Connexions 4 London Ltd. For example but not limited to:

- Job applicants and potential applicants.
- Employees.
- Contract workers.
- Agency workers.
- Trainee workers and students on work experience or placements.
- Volunteer workers.
- Former employees

3. Equality Commitments

Connexions 4 London Ltd is committed to:

- Promoting equality of opportunity for all people.
- Promoting a good and harmonious working environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative or positive action, where appropriate.
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

This policy has been agreed and is fully supported by the Managing Director of Connexions 4 London Ltd Mathew Hawkins.



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4. Implementation

The chief managing director has specific responsibility for the effective implementation of this policy. Each manager also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices (eg, staff newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

5. Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed regularly and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

6. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from Marc Glucksam. All complaints of discrimination will be dealt with seriously, promptly and confidentially.



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