

FI Coatings Ltd

EQUAL OPPORTUNITIES POLICY

Based in Bo'ness, central Scotland, F.I. Coatings Ltd provides Surface Preparation and application of Specialised Coating Systems.

FI Coatings Ltd (FIC) recognise that it is essential to provide equal opportunities to all persons without discrimination. The aim of this policy is to ensure no job applicant, worker or interested party is discriminated against either directly or indirectly on the grounds of: race, ethnic or national origin, religious belief, pregnancy/maternity, political opinion or affiliation, sex, marital status, sexual orientation, gender, age or disability. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

FIC will ensure this policy is made available for all employees and made known to all applicants for employment. The policy will also be communicated to all private contractors, and recruitment agencies utilised, reminding them of their responsibilities towards the equality of opportunity.

RECRUITMENT AND SELECTION

We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate in making these decisions.

- Job descriptions will be revised and replaced with Job descriptions will be in line with this policy, with job requirements being reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- All job applicants will be considered solely on their ability.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements.
- Short listing and interviewing will be carried out by more than one person where possible, with interview questions to be related to the requirements only.

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

TRAINING AND PROMOTION

- Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- Promotion and advancement will be made on merit only.

MONITORING

The results of any monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff. Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees, all information gathered will be subject to the General Data Protection Regulations (GDPR) 2018.
- The examination of ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
- Recording recruitment, training and promotional records, and exit interview records of all employees, the decisions reached and the reason for those decisions.

The policy will also be communicated to private contractors, and recruitment agencies utilised, reminding them of their responsibilities towards the equality of opportunity.

Managing Director Signature:



Date of Signature:

19/08/21