

CABLECOM TRAINING LTD POLICY ON EQUAL OPPORTUNITIES & ETHICAL MORAL BEHAVIOUR IN LEARNING & EMPLOYMENT

Cablecom Training Ltd is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins.

All members of CableCom Training Ltd are requested to promote actively an atmosphere of positive co-operation and tolerance across the whole institution. Respect for and fair treatment of individuals and groups is an underlying precept of studying life to which everyone is asked to adhere.

All members of the CableCom Training Ltd community, whether learners, visitors or staff have the right to enjoy the benefits of CableCom Training Ltd free from any kind of mistreatment.

Mistreatment can take many forms and CableCom Training Ltd will take firm action against employees or learners found guilty of any of the following:

- Physical assault against a person or a group.
- Victimisation.
- Derogatory name calling, insults and racist, religious or sexist jokes.
- Racist, Religious or sexist graffiti and other written insults.
- Provocative behaviour such as wearing racist or sexist badges or insignia.
- Discriminatory graffiti, comics, pictures, cartoons or magazines being brought into CableCom Training Ltd.
- Threats against a person or group because of age, colour, race, religion, sexual orientation, gender or disability.
- Discriminatory comments, including ridicule made in the course of discussion in class.
- Recruitment of members to racist organisations and groups.
- Unwanted verbal or physical advances to members of CableCom Training Ltd or visitors.
- Refusal to co-operate with other people because of age, race, colour, religion, gender, sexual orientation or disability.

Cablecom Training Ltd will follow the recommendations of the CRE's statutory Code of Practice on racial Equality in all its employment policies, procedures and practices.

The aims of the policy are to ensure that:

- No one receives less favourable treatment, on grounds of race, colour, nationality, or ethnic or national origins, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on non-racial grounds, or victimised for taking action against racial discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on racial grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment.
- Opportunities for employment, training and promotion are equally open to candidates from all racial groups; and
- Selection for employment, promotion, transfer and training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure it is achieving its ends.

- The policy will be a priority for the organisation.
- Clive Donnison (MD) will be responsible for the day-to-day operation of the policy.
- Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
- All workers will be trained on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some racial groups, and the importance of being able to justify decisions to apply them.

- Complaints about racial discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality or ethnic or national backgrounds.
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
- Selection criteria will be entirely related to the job or training opportunity.
- Information on the ethnic and racial backgrounds of workers and applicants for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in the strictest confidence and will only be used to promote equality of opportunity and prevent unlawful racial discrimination.
- If the data show that people from a particular racial group are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others in that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by racial group.
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate unlawfully on racial grounds.
- All contracts between Cablecom training Ltd and contractors to supply goods, materials and services will include a clause prohibiting unlawful racial discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
- An equal opportunities action plan will be drawn up, with racial equality targets and timetables, to show what steps the organisation plans to take to achieve equality of opportunity.

- The effectiveness of the policy and the plan will be monitored regularly. A report on progress will be produced each year, and published via the website, notice boards and the annual report.
- Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality or ethnic or national origins.

This policy has been endorsed by Clive Donnison (MD) and has the full support of the management/board.

The policy was approved on 01 Apr 2009, following consultation with senior management and workers.

Signature: *C. Donnison*

Date: 01/04/09