



Equal Opportunities Policy

We are committed to ensuring that all of our activities are carried out on a fair and equitable basis and in the spirit of good equal opportunity practice as determined by legislation, the Council for Racial Equality, the Equal Opportunities Commission and other relevant organisations.

This policy will be applied to all employees, suppliers, sub-contractors/consultants and customers. It is reviewed annually and action taken as necessary to ensure that it remains effective.

Equality – ICSL as an employer

Recruitment and Selection

Wherever possible and practical all vacancies will be advertised simultaneously internally and externally. All applicants will be advised of how to access the EO policy, or be provided with a copy on request

Selection criteria (job description and person specification) will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Candidates will be selected wholly on merit. Any selection tests used will measure only those qualities, skills and experience relevant to the job and reasonable adjustments will be made to such test requirements to ensure their suitability for candidates with disabilities. Salary on appointment shall follow the principles of fair and equal treatment.

Those involved in the recruitment and selection process will be suitably trained and aware of their responsibilities in law and under this policy. The reasons for selection and rejection of applicants for vacancies will be recorded.

Terms and conditions of service

Employee terms and conditions of employment shall include this policy and shall make clear that all employees must comply with this policy and that discrimination and harassment are serious disciplinary offences and that infringement of this policy may result in dismissal. We will ensure that the attention of employees is drawn to this policy as part of their induction training.

All HR policies in relation to terms and conditions of service will be established under the principles governing this policy.

Training and Development

All staff shall have equal access to training and development opportunities. Our processes and procedures relating to performance appraisal, promotion, and pay and reward review will be established on clearly defined principles free of any unfair bias. All staff will be given the help that they need in order to attain their full potential to the benefit of the company and themselves.

Equality - ICSL as a provider of products and services

We will ensure that all customers are treated equally and fairly. We will consider the effect of our advice, guidance, communications, services and methods of working on equality of opportunity and ensure that equality is facilitated and not hindered.

All of our services shall be available to customers on an equitable basis.

Equality - ICSL as a purchaser of services

In making purchasing decisions and contracting out work we will not knowingly use contactors, suppliers or agencies that operate unfair employment practices or discriminate unfairly in any way.

Anyone contracted by the company will be made aware of this policy and expected to comply with it.

Equality - ICSL Responsibilities

The co-operation of all employees, suppliers, sub-contractors/consultants and customers is essential for the success of this policy. However, the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament rests with the Company. The Managing Director has day to day responsibility for the development, implementation and review of the policy.

NSE/10.05.11



Complaints of Unfair Discrimination

Allegations of discrimination, harassment or unfair treatment should be made formally, in writing, to the HR Manager who will investigate the matter. All allegations should be reported to the Senior Management Team via the grievance procedure laid out in section 3.25.