



## **SERTEC EQUAL OPPORTUNITIES RECRUITMENT POLICY**

Our ambition is to work together to promote a more inclusive environment, which attracts diverse talent and demonstrates our commitment to proactively encourage and foster diversity of thought.

By encouraging a genuinely unbiased and inclusive approach we aim to attract a diverse pool of talent, based on skills and experience, to progress the business.

### **1. INTRODUCTION**

Sertec is committed to deploying a comprehensive suite of equal opportunities in employment and recruitment in which individuals are selected and treated on the basis of their relevant merits and abilities without regard to race, religion or belief, colour, sex, age, national origin, disability or sexual orientation and are given equal opportunities within the company. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on grounds not relevant to good employment practice.

### **2. POLICY STATEMENT**

- **2.1** The policy and practice of the company requires that all employees are afforded equal opportunities within employment and that entry into employment within the company, and progression within employment, will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job and attitude will be the primary considerations.
- **2.2** All employees have a duty to co-operate with this policy to ensure equal opportunities and to prevent discrimination. Employees must not harass or intimidate other employees on the grounds of race, religion or belief, colour, sex, age, national origin, disability, or sexual orientation and must not victimise or retaliate against employees who make such allegations. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.

### **3. CODE OF PRACTICE**

The company welcomes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications. The recruitment process must result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary. As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:

- **3.1 Selection Criteria**  
The selection process will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in

the further particulars sent to applicants, which will also include details of the company's commitment to equality of opportunity.

Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular religion, marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

### o **3.2 Advertising**

Job advertisements will be widely publicised so as to encourage applications from all suitably qualified and experienced candidates.

In order to attract applications from all sections of the community, the company will endeavour to ensure that advertisements are not restricted to areas or publications which would exclude or disproportionately reduce applications from a particular gender, religion, age group or racial group and should avoid prescribing requirements as to marital status or age.

All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity. The use of this clear statement aims to promote equality and inclusion within our recruitment collateral and allows applicants to understand our core values and people philosophy, underpinned by our Diversity and Inclusion Strategy. The following statement will be included in our recruitment materials to demonstrate this.

"Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome."

Through our website and other social / online channels we will share our culture and celebrate our people, illustrating the diversity of our workforce through positive representation.

We will review the wording of adverts or the specific requirements, values and attributes of the job description and person specification to ensure that these inclusive to everyone.

### o **3.3 Selection Methods**

The selection process will be carried out consistently for all jobs at all levels. All those handling applications and conducting interviews must be aware of the principles which cover equal employment opportunities and anti-discrimination. The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job.

To support inclusive practices, we will remove all identifying or potentially biased information from the CVs when shortlisting candidates for interview (such as name Address, Sex, Date of birth, social media etc) this information will be shared at interview only.

### o **3.4 Interviews**

The staff responsible for shortlisting, interviewing, and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency.

Wherever possible, at least two people will interview applicants and all questions will relate to the selection criteria. We will aim to diversify our panel to be representative of the company and allowing prospective employees to feel represented.

No questions will be based on age, assumptions about roles in the home and the family or the assumed suitability of different ethnic groups for the post in question.

Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the sharing of questions pre interview) should be offered to enable candidates to compete on an equal basis.

#### **4. TRAINING**

To help meet the objectives of this policy the company will provide training that:

- increases awareness of the prevalence of and harmfulness of discrimination and prejudice on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation, and the needs and abilities of people with disabilities or other disadvantages.
- examines the nature of discrimination, both direct and indirect, and the ways in which it can occur and can be prevented.
- assists managers and employees to behave in ways that are non-discriminatory; and explains the operation of and access to grievance and disciplinary procedures.

#### **5. RECORD KEEPING**

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for six months after an appointment has been made in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep records of the sex, ethnic group, age, and any disability of its employees and of all candidates and of those shortlisted and appointed. Records may be used to determine whether members of one sex or persons of a certain racial group, religion, or age bracket or those with a disability do not apply for employment or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain jobs.

#### **6. REVIEW OF RECRUITMENT PRACTICE**

Recruitment procedures and practices will be kept under review to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.