

Rob Keyzor

Tree Surgeons & Arboricultural Consultants Ltd

Telephone & Fax : 01785 284088 www.robkeyzor.co.uk

Equal Opportunity Policy



COVER SHEET.

<i>Version No.</i>	<i>Date</i>	<i>Revisions to sections and next programmed review date</i>	<i>Signed</i>
4	1/08	Cover sheet added Next programmed review – 1/09	<i>R.K.</i>
5	4/09	Reviewed	<i>R.K.</i>
6	5/09	Level 1 award in common standard in public procurement added as an appendix	<i>N.P.</i>
7	10/09	Reviewed. Sec 2.6 added in light of review of Immigration, Asylum and Nationality Act 2006. Next programmed review 10/2010	<i>R.K.</i>
8	10/10	Reviewed- no new additions	<i>R.K.</i>
9	3/11	Revised in anticipation of The Equality Act 2010 which comes into force on 6/4/11. Section 2.6 added and remainder renumbered. Next programmed review 3/2012	<i>R.K.</i>
10	3/12	Reviewed- no new additions Next programmed review 3/2013	<i>R.K.</i>
11	3/13	Reviewed- no new additions Next programmed review 3/2014	<i>R.K.</i>
12	11/14	Reviewed- company title changed Next programmed review 11/2014	<i>R.K.</i>

EQUAL OPPORTUNITY POLICY

1 STATEMENT OF AIMS

This company is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, age or marital status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted, and are treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The Company is committed to a programme of action to make this policy fully effective

2 PROCEDURES FOR ACHIEVEING EQUAL OPPRTUNITY

2.1. The Commission for Racial Equality's Race Relations Code of Practice states that; "in many small firms employers have close contact with their staff and there will therefore be less need for formality in assessing whether equal opportunity is being achieved, for example, in such matters as arrangements for monitoring. Moreover it may not be reasonable to expect small firms to have the resources and administrative systems to carry out the Codes detailed recommendations. In complying with the Race Relations Act, small firms should however, ensure that their practices are consistent with the Code's general intentions."

This is the most appropriate approach for this company at the present time

2.2. The responsibility for achieving and monitoring equal opportunity rests with the senior manager and owner Rob Keyzor.

2.3. This Policy will be distributed to all employees and to any job applicants so that this companies aims and procedures for achieving equal opportunity are apparent and understood.

2.4. In all recruitment advertising it will be stated that this company is an equal opportunity employer.

2.5. In all recruitment, transfer, and promotion selection procedures qualifications with equal standing to U.K. qualifications will be acceptable. Candidates will only be selected on the basis of current relevant skills and abilities.

2.6. The company understands the guidance issued by the government in support of section 159 of the Equality Act 2010 and in recruitment and promotion may use the principles of positive action to improve diversity within the company. The

guidance however explicitly points out that this is not to be confused with positive discrimination is not acceptable and remains unlawful under the Act.

2.7. To avoid any suggestion of discrimination in recruitment whilst establishing a potential recruits right to work in the UK as required by sec.15(3) of the Immigration, Asylum and Nationality Act 1996 we will carry out the suggested checks on *all* staff regardless of previous work history or other anecdotal evidence.

2.8. All employees will cooperate in achieving the stated aims of the Company.

2.8.1. Where an employee sees an opportunity or method in which these aims might be achieved, they are encouraged to make it known to the senior manager.

2.8.2. Where an employee feels that they might be the victim of discrimination in any form they should inform the senior manager *immediately* or The Commission for Racial Equality at the address below.

2.8.3. Disciplinary action will be taken against any employee found guilty of a deliberate direct or indirect act of discrimination, victimisation or bullying.

3. MONITORING.

3.1 In all recruitment and promotion we will assess the number of persons applying for posts on the basis of gender, disability, age and ethnic origin and keep records of these statistics. We will also collect statistics regarding successful candidates for jobs, promotion, training opportunities and analyse these to see if any specific groups are being underrepresented.

4. REFERENCES

The following booklets are available in the office;

EQUAL OPPORTUNITY IN EMPLOYMENT; A GUIDE FOR EMPLOYERS
by The Commission for Racial Equality 1990 &
RACE RELATIONS; CODE OF PRACTICE by The Commission for Racial
Equality 1994.

GUIDANCE FOR EMPLOYERS IN WRITING & IMPLEMENTING AN
EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY by West Midlands
Forum 1999.

Further information can be obtained from;
The Commission for Racial Equality
Elliot House
10-12 Allington Street,
London SW1E5EH.

APPENDIX I

Please Ask for Lynn Venables
Direct Line 01902 554019
Facsimile 01902 555095
E-mail Lynn.Venables@Wolverhampton.gov.uk
Minic 01902 555095
Contractors Assessment

Wolverhampton City Council



Sandra Stephens, *Solicitor*
Chief Officer

Legal & Procurement

Heantun House Salop Street
Wolverhampton WV3 0SH
Main Switchboard (01902) 556556
Website www.wolverhampton.gov.uk

Fao: Mr R Keyzor
Rob Keyzor Tree Surgeons
& Arboricultural Consultants
Lodge Lane Farm Buildings
Lodge Lane
Woodseaves
Stafford
ST20 0NZ

Your Ref
Date

LVSLEOAPP/3319

14 June 2007

Dear Mr Keyzor

West Midlands Forum - Common Standard For Equalities in Public Procurement

I am pleased to inform you that your company has achieved **Level 1** of the Common Standard.

This letter confirms that your company achieved the above level on **13 June 2007** and may be used as evidence when applying to be included on standing lists operated by any of the six member authorities.

You should note that the accreditation which is for a 3 year period is in respect of Equal Opportunities **only** and that you are still required to satisfy any other criteria for standing lists operated by any of the members of the forum i.e. Birmingham City Council, Coventry City Council, Redditch Borough Council, Sandwell MBC, Walsall MBC and Wolverhampton City Council.

The level of accreditation is relevant to the size of your company therefore you must notify me should there be a change in the size of your workforce.

Should you require any further information please contact me on the above number.

Yours faithfully

Lynn Venables
Procurement Officer

This service is part of Resources & Support
Brian Bailey, Director

