



615 Crown House  
Park Royal  
London NW10 7PN

Tel: 0208 493 1221  
Fax: 0208 376 3729  
Mobile: 07950 132 364

## **EQUAL OPPORTUNITIES AND EMPLOYMENT POLICY [EOEP]**

WIDESCOPE SECURITY SERVICES LIMITED aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training, to conditions of services and provisions for termination of employment.

To ensure effective operation of this policy, WIDESCOPE SECURITY SERVICES LIMITED maintains records of employees and applicant's race, gender and other attributes.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

WIDESCOPE SECURITY SERVICES long term aim is that the composition of its workforce should reflect that of the community.

WIDESCOPE SECURITY SERVICES LIMITED and its EOEP, and the various measures to implement it, have been devised on the basis of advice from the relevant bodies as well as in consultation with employees representatives.

The Managing Director shall be responsible for the effective operation of the Company's Equal Opportunities and Employment Programme. Copy of the EOEP can be obtained from the Company's Secretary.

## **THE POLICY**

### **Vacancy Advertising**

Wherever possible, all vacancies will be advertised simultaneously- internally and externally. Wherever possible, job vacancies can be made known to job Centres, Schools and Colleges, in addition to the local Press. All vacancy advertisements shall include an appropriate short statement on equal opportunity.

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

Wherever possible, more than one person shall be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Reasons for selection and rejection of applicants for vacancies must be recorded.

### **Positive action – training promotion and conditions of service**

Training shall be provided for applicants to ensure their suitability for the job applied. WIDESCOPE SECURITY SERVICES LIMITED will endeavour to identify and remove all unnecessary and unjustifiable barriers to employment and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and /or underrepresented groups.

### **Personnel Records**

In order to ensure the effective operation of the equal opportunity policy, a record shall be kept of all employees and job applicants' gender, race, etc

Where necessary, employees will be able to check their record of these details. Otherwise access to this information will be strictly restricted. Such records will be analysed occasionally and appropriate follow up action taken.

## **General**

The objectives of this EOEP are to

Ensure that WIDESCOPe SECURITY SERVICES LIMITED has access to the widest labour market and secures the best employees for its needs.

Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help and support they need to attain their full potential to the benefit of WIDESCOPe SECURITY SERVICES LIMITED and themselves.

Achieve an ability based workforce which is in line with the working population mix in the relevant labour market areas.

The co-operation of all employees are essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the Company. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

**MANAGEMENT  
WIDESCOPe SECURITY SERVICES LIMITED.**