



RDM Electrical Services Ltd  
t/as RDM Electrical and Mechanical Services  
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Reg. No. 02229614  
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## **EQUAL OPPORTUNITIES POLICY STATEMENT**

RDM Electrical Services Limited state that it is their aim as an Equal Opportunities employer that no employee shall receive less favourable treatment in any aspect of employment on the grounds of race, age, gender, religion, marital or civil partnership status, disability, sexual orientation, gender reassignment or ethnic/national origins and that each employee feels respected and able to give of their best.

RDM Electrical Services Limited is committed to eliminating discrimination and encouraging diversity amongst its workforce and states that all employees, whether part-time, full-time or temporary, will be treated fairly and with respect. All eligible persons seeking employment, promotion, training or any other benefit should have equal opportunity on the basis of their ability and qualifications to perform the job. All employees will be helped and encouraged to develop their full potential and talents and the resources of the workforce will be fully utilized to maximize the efficiency of the organisation.

RDM Electrical Services Limited makes it clear that any form of discrimination practiced within its organisation is totally unacceptable and requires that every member of the organisation treats one another with fairness and respect.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will actively endeavour to ensure that all our employment practices and procedures are fair and equal.

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

- This policy is fully supported by senior management and has been agreed with employee representatives.
- The policy will be monitored and reviewed ongoing.

Signed:

A handwritten signature in black ink, appearing to read 'D. Kieft', is written over a faint, illegible stamp.

David J Kieft, Director

Dated: 31<sup>st</sup> January, 2021

## **EMPLOYMENT SELECTION PROCEDURE**

### **Introduction**

The primary purpose in developing this procedure is to demonstrate our intention to operate a selection process that treats all employees and those seeking employment fairly and equally. It is our aim to encourage, value and manage diversity within our workforce by providing equal opportunity for all and, by so doing, to endeavour to attain a workforce that is truly representative of our local community.

### **Procedure**

#### **External Vacancy**

Once a vacancy has been identified by Management and there is a requirement to fill the vacancy from outside the organisation, the position will be advertised in the following way:

- Local Press
- Job Centre Plus
- Recruitment Agencies
- Local Job Fairs

All applicants will be requested to submit curriculum vitae and all applicants will be considered according to their individual ability and qualifications to fulfil the position. A selection panel will review each applicant's C.V. and a shortlist of potentially successful applicants will be invited to attend an interview. Where appropriate an aptitude test may also be required (e.g. in the absence of formal qualifications).

At the interview the applicant will be made aware of the Company's commitment to its Health & Safety Policy, Equal Opportunities Policy and various working practices, all of which the potential candidate, if successful, would be expected by the Company to accept as the standard working practice of the organisation. Applicants would also be made aware that they would be employed as per the Rules of the Joint Industry Board for the Electrical Contracting Industry.

**After considering all the circumstances the most appropriate person will be appointed based on their abilities and qualifications to perform the job.**

**At all times the Selection Panel will comply with the legal requirements relating to Equal Opportunities and the Company's own Equal Opportunities Policy.**

## **INTERNAL OPPORTUNITIES FOR ADVANCEMENT**

The Company believes that in order to be successful in a highly competitive market place investment in its people is vital. Having a highly trained, capable and motivated workforce will, it believes, maximize the efficiency of the organisation and bring its own rewards. The aim of the Company is, therefore, to employ those people best suited on the basis of ability, skills and qualifications who, they believe, will be able to assist in the promotion and successful growth of the Company. To this end also, all employees will be given equal opportunity, help and encouragement to develop their full potential and talents through appropriate training opportunities.

The Company is committed to training and in association with the Joint Industry Board for the Electrical Contracting Industry provides electrical apprenticeship opportunities for young persons with aptitude as well as providing adult training schemes. Once qualified, employees are encouraged to work their way up through the ranks of the Company and with experience and continued training all employees have equal opportunity to enhance their career from Electrical Operatives to Approved Electricians to Project Leaders and further. Opportunities also exist for those personnel carrying out administrative and managerial roles through appropriate training to enhance their roles and in so doing continue to promote the successful growth of the company.

The company also believes that when a requirement has been identified for a vacancy to be filled from outside the organisation that the employment of not only younger but also mature, qualified and experienced personnel add to the diversification of the workforce and that such personnel bring with them job knowledge gained over a number of years in a variety of other working environments.

The aim of the Company is to be successful and believes that a diversified, well-trained, qualified workforce will most definitely assist in achieving this aim.