



Advantage Control Equal Opportunity Policy

Advantage Control is an equal opportunity employer and it is the aim of this policy that all persons should have equal opportunity for employment and promotion on the basis of their ability, qualifications and suitability for the work.

It is an Advantage Control policy that no job applicant or employee will receive less favourable treatment in any aspect of employment on racial, gender, religion, disability, marital status, caring responsibilities, age or sexual orientation. Job descriptions were used will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies and will not confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job. There must be no unlawful discrimination: direct, indirect against any person whether in recruitment, selection, training, promotion or in any aspect of employment.

The intention of this policy is to build upon statutory requirements so that the company is able to reflect the diversity of its people, its partners and the local communities in which we operate. The policy will be communicated to all private contractors and employees reminding them of their responsibilities towards equality of opportunity.

All company procedures will be monitored to ensure that the aims of the policy are a reality for all Advantage Control employees. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated. Harassment of any form at work is also a form of discrimination and will be treated as such under the terms of this policy. No form of harassment or bullying, including derogatory remarks at work, will be tolerated. Cases will be dealt with under the Advantage Control Disciplinary Policy.

All employees shall be given equal opportunity and encouragement to progress within the organisation, in line with their skills and potential.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. Statutory requirements are set out in the Sex Discrimination Act (1975); Sex Discrimination (NI) Order 1976; the Equal Pay Act (1970); the Race Relations Act (1976); the Race Relations (NI) order 1997; the Disability Discrimination Act (1995); the Disability Discrimination (NI) order (2005/2006); the Equality Act (Sexual Orientation) Regulations (2006); the Employment Equality (Age) Regulations (NI) (2006); the Employment Relations Act (1999); the Employment Right (NI) Order (1996); the Human Rights Act (1998), and Section 75 of the Northern Ireland Act (1998).

[Advantage Control Ltd.](#)

Unit 4, Down Business Park, 46 Belfast Road, Downpatrick. BT30 9UP

Tel: 02844 613782 Fax: 02844 613087

E-Mail: alan.armstrong@advantagecontrol.co.uk

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Training

Advantage Control is conscious that effective communication and training is provide to all staff on the awareness of current anti-discrimination legislation in Northern Ireland, including the provision of Section 75, Schedule 9 and Section 24 of the Northern Ireland Act 1998 and the statutory requirements set out in the Sex Discrimination Act (1975); Sex Discrimination (NI) Order 1976; the Equal Pay Act (1970); the Race Relations Act (1976); the Race Relations (NI) order 1997; the Disability Discrimination Act (1995); the Disability Discrimination (NI) order (2005/2006); the Equality Act (Sexual Orientation) Regulations (2006); the Employment Equality (Age) Regulations (NI) (2006); the Employment Relations Act (1999); the Employment Right (NI) Order (1996); the Human Rights Act (1998), and Section 75 of the Northern Ireland Act (1998). Appropriate information and training will be provided which takes account of individual staff's roles & responsibilities. This will include an explanation of the duties and their implications for all employees and will form part of the induction training for new staff. Management staff will be provided with the necessary skills & knowledge to do this work effectively i.e. selection, recruitment, and investigation of complaints, complaint handling and consultation. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate. Training will be delivered by in-house specialist staff and external consultants. Input will be sought from representatives of Section 75 groups and equality commission for Northern Ireland to inform the content and development of such training. All employees and applicants will be provided with a copy of the policy.

Advantage Control's Equal Opportunities Policy encourages all staff to contribute to the effective promotion of equality of opportunity and good relations in the provision of all our services.

Monitoring

Advantage Control will provide an EO form with all application forms. When returned it will be separated immediately, before any selection decision is made. We will then be able to compile a statistical report showing the ethnic or national origins and gender for all applications, those who are shortlisted and those who are eventually offered employment. This will enable us to demonstrate that the people who employment is offered are true representation of those who apply. This form will also be used to determine the background of existing staff, thus measuring if we have representation of the community in which are organisation is placed. The results of any recruitment analysis will be kept on record for minimum of one year and the periodic analysis of our current workforce will be retained as a permanent record.

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