

# RTS COMMUNICATIONS

## EQUAL OPPORTUNITIES

### STATEMENT OF POLICY

RTS Communications, “the Company” is an equal opportunity employer and has a Policy for this purpose. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of age, colour, race, nationality, ethnic or national origin, marital status, disability, sex, sexuality or age.

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminating criteria. Towards this end we have adopted the following equal opportunities Policy as a means of helping to achieve these aims.

This Policy covers all aspects of employment, from vacancy advertisements, selection for recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this Policy is operating effectively (and for no other purpose) the Company maintains records of employees’ and applicants’ age, racial origin, gender and disability.

The Company’s long term aim is that the composition of our workforce should reflect that of the population and where appropriate, steps may be taken to help disadvantaged and/or under-represented groups to apply for jobs on a genuine basis of equality.

The Managing Director is responsible for the effective operation of the Company’s Equal Opportunities Policy.

A copy of the Equal Opportunities Policy is available from the Company.

**Finlay Morton**  
Managing Director

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## **RTS Communications – Equal Opportunities Policy**

### **General**

The objectives of the RTS Communications Equal Opportunities Policy are:

- To ensure that the Company has access to the widest labour market and secures the best staff for its business.
- To ensure that no applicant or staff member receives less favourable treatment and that wherever possible all staff members are given help to attain their full potential.
- To achieve an ability-based workforce, which is in line with the working population.
- To ensure employees are recruited on the basis of ability to carry out the job and on merit.

Ultimate responsibility for achieving the policy's objectives lies with the Managing Director.

Behaviour or actions against the spirit of this policy will be classed as a serious disciplinary matter and may in some cases lead to dismissal.

### **Vacancy Advertising**

- Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- Wherever possible steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.
- Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, universities, etc. with significant minority groups, as well as to minority press/media and organisations.
- All vacancy advertisements should include an appropriate short statement on equal opportunities.

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## **Selection and Recruitment**

- Selection criteria (job description and team member specification) will be kept under constant review to ensure that they are justifiable on nondiscriminatory grounds as being essential for effective performance of the job.
- Wherever possible, more than one person should be involved in the selection and recruitment process, and all should receive guidance in equal opportunities.
- Wherever possible, women, minorities and disabled persons should be involved in short listing and interviewing process. Reasons for selection and rejection of applicants for vacancies should be recorded.

## **Positive Action – Training, Promotion and Conditions of Service**

- Under-represented groups will be encouraged to apply for training and employment opportunities with the Company. However actual recruitment to all jobs will be strictly on merit.
- Wherever possible, efforts will be made to identify and remove unnecessary and unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

## **Personnel Records**

- In order to ensure the effective operation of the equal opportunities policy (and for no other purpose) a record will be kept of all team members' and job applicants' age, gender, racial origins and disability.
- Where necessary, employees will be able to check / correct their own records; otherwise access to this information will be restricted.
- Such records will be analysed regularly and appropriate follow up action will be taken.