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Equality Policy Statement

1 Statement of policy

Lynk Contract Services Limited is fully committed to the promotion of equality of opportunity in all aspects of business operations as defined in the Equal Opportunities Act of 2010

It is our policy to provide employment equality to all, irrespective of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

2 Scope of Policy

This policy applies to:-

Job applicants and potential applicants
Employees
Contract workers
Agency workers
Trainee workers and students on work experience or placements
Volunteer workers
Former employees

The above list may not be exhaustive. The policy will apply to any person that comes under the control of Lynk Contract Services Limited or any person or company that Lynk Contract Services Limited does business with.

3 Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

4 Implementation

Christopher Hawkes has specific responsibility for the effective implementation of this policy. Every manager and supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers) as part of the induction pack
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses and ensuring that these are recorded in the training matrix
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (eg, staff newsletters)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

5 Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed annually and action taken as necessary.

6 Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with Christopher Hawkes. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under anti-discrimination legislation:

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Application

The Equality Policy is to be applied to all activities undertaken by **Lynk Contract Services Limited** and must be enforced by all directors, managers and supervisors and implemented by all employees.

Responsibilities

The responsibility for determining the Company's Policy on equality matters lies with Christopher Hawkes.

A handwritten signature in black ink, appearing to read 'Ch Hawkes', written in a cursive style.

Christopher Hawkes - Director

January 2018