Task Recruitment Ltd
Equal Opportunities Statement

Task Recruitment is an equal opportunity employer.

Task Recruitment is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Therefore the organisation has adopted this policy as a means of helping to achieve these aims.

Task Recruitment's stated policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat colleagues, visitors, clients, customers, suppliers and former staff members

RECRUITMENT

Recruitment and selection will be accordance with objective, job related criteria and the appointed applicant will be chosen on her/ his merits and abilities. Task Recruitment will endeavour to ensure that employees responsible for recruitment and selection do not discriminate unfairly.

All reasonably practicable steps will be taken to ensure that problems relating to access or equipment do not debar disabled applicants from employment.

HUMAN RESOURCES POLICIES AND PROCEDURES

Guidance is given to staff on the implications of the equal opportunities policy and, in particular, to those involved in the management of other staff.

The interpretation and application of all conditions of employment are intended to ensure that they are consistent with Equal Opportunity principles. Policies and procedures are reviewed and updated as necessary to improve, amend or adapt current practices to promote equality of opportunity.

Task Recruitment is also committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criterion will be imposed on any worker or job applicant without justification if it would be likely to put that person at disadvantages on any of the above grounds.

MONITORING

Relevant data is collected to monitor the operation of this policy, and to demonstrate our commitment to equality of opportunity in employment, we are required to monitor the community background of our employees, as required by the Fair Employment Act 1989. Personal details provided by employees or applicants for jobs are handled by our Equality Officer, this information will be kept confidential and will not be used for any other purpose.

HARASSMENT

It is recognised that harassment is a form of discrimination. Harassment is defined as any action that is found objectionable and offensive and threatens an employee's job security or creates an intimidating working environment. Any employee who experiences sexual, racial or any kind of harassment is encouraged to use the grievance procedure by contacting our Managing Director, Susan Handcock.

ORGANISATIONAL RESPONSIBILITIES

Susan Handcock, Managing Director of Task Recruitment has overall responsibility for implementing and monitoring the effectiveness of this policy. All employees have a duty under the terms of this policy neither to discriminate unfairly against or harass colleagues or job applicants, nor to encourage other members of staff to do so. Unfair discrimination or harassment by an employee will result in disciplinary action, including summary dismissal, where appropriate.

COMPLAINTS

Any applicant who feels that they have been unfairly treated and discriminated against during the recruitment process or within a Temporary or Permanent assignments are invited to write to Susan Handcock, Managing Director of Task Recruitment with details. Complaints will be fully investigated.

Our full complaints procedure can be found on our website www.taskrecruitment.com