

# ONE STOP WEB SYSTEMS

One Stop Web Systems Ltd

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Equal Opportunities Policy

19<sup>th</sup> July 2007

Version 1

*Abstract*

*Company-wide Equal Opportunities Policy*

## Document History

19 <sup>th</sup> July 2007	Phil Hanchet	First Draft
23 <sup>rd</sup> July 2007	Phil Hanchet	Version 1, following review

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## Equal Opportunities Officer (EOO)

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<b>Review Frequency &amp; Review Date</b>	Annual : by July 19th

## Introduction

One Stop Web Systems provide a range of software solutions to its clients and currently has no direct employees. As a company our business model is to work with an extensive range of associates on various projects, in various places of work. We do not currently employ any staff; rather we work as a group of associates brought together according to the requirements of a given project.

However, in respect to selection of the partners and associates, and to future employees:

## Our General Policy

One Stop Web Systems Ltd is committed to the principle of fair treatment for all our staff, associates, suppliers, customers and their end users

We aim to encourage, value and manage diversity and will ensure a working environment in which all people are able to give of their best, that is free from harassment and bullying and that all decisions will be based on merit.

We will not tolerate discrimination or harassment on the grounds of race, gender, colour, ethnic origin, religion or belief, disability, age or sexual orientation.

This policy will be included in the staff handbook provided to all associates by the EOO.

<b>Equal Opportunities Officer</b>	
<b>Signed</b>	
<b>Date</b>	

## **Advertising for new positions**

Wherever possible, any new positions will be advertised simultaneously internally and externally in the journal[s] or paper[s] appropriate for the job in question. Responses will be judged on merit and capability to do the job.

Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, universities, etc.

All vacancy advertisements will include an appropriate short statement on equal opportunity, akin to "*One Stop Web Systems Ltd is an equal opportunities employer*".

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies will be recorded by the EOO.

## **Equality of Opportunity in Training and Promotion**

Staff will not be refused training or promotion based on the grounds of race, gender, colour, ethnic origin, religion or belief, disability, age or sexual orientation

Wherever possible, efforts will be made by the EOO to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

## **Personnel records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analyzed regularly by the EOO, and appropriate follow-up action taken.

## **Staff Responsibilities**

It is the responsibility of the EOO to ensure that the policy is available to every staff member and associate, and to ensure that it is carried out.

## **Summary**

The objectives of this EOEP are to:

- Ensure that the company/etc has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company/etc and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the company/etc. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.