



Equal Opportunities Policy

Cavendish Staffing Limited is committed to a policy of equal opportunities for all and shall adhere to such a policy at all times. All office staff at Cavendish Staffing Limited and its employees accept that their personal duty to ensure that such a policy is effective. For the avoidance of doubt in this policy the following definitions apply:

“the company”	refers to Cavendish Staffing Limited/
“office staff”	refers to all the staff employed to work for Cavendish Staffing Limited in the offices i.e. dealing directly with members of the public or Cavendish’s employees.
“employees”	refers to all staff registered with the agency for work
“potential staff”	candidates in the process of registering with the agency.
“service users”	all persons using the services for the Agency.

- I. The company will make all effort to prevent discrimination of other unfair treatment against any of its staff, potential staff or service users regardless of race, gender, religion, sexual orientation, responsibilities for dependants, martial status, age, disability or offending background that does not create risk to children and vulnerable adults.
- II. Cavendish Staffing Limited will appoint, train, develop and promote staff on the basis of merit and ability. Our clients will be encouraged not to include age or other specific criteria in a job specification, and every attempt will be made to recruit on the basis of competence and skill.
- III. Every practical effort will be made to accommodate the needs of staff, candidates or clients with disabilities.
- IV. All staff members have a personal responsibility for practical application of the Company’s Equal Opportunities Policy, which extends to the treatment of members of the public and employees.
- V. Managements and staff members involved with the selection and recruitment process have special responsibility for the practical application for the company’s Equal opportunities Policy.
- VI. The grievance procedure is available to any employee who believes that he or she has been unfairly discriminated against.
- VII. Disciplinary action under the Disciplinary procedure shall be taken against an employee who is found to have committed an act of unfair discrimination.
- VIII. Discriminatory conduct and sexual or racial harassment will be regarded as gross misconduct and dealt with accordingly.
- IX. Cavendish Staffing Limited will carry out periodic monitoring of our policies and recruitment process to ensure equal opportunities for all. Written records will be kept in confidence.
- X. If there is any doubt regarding appropriate treatment under the company’s equal opportunities policy, employees should contact the company’s manager for further guidance.