

Recruitment Guidance and Information

The aim of our recruitment and selection procedure is to obtain the best possible people available and to make sure that all applicants for vacancies and employees are not discriminated against on grounds such as age, colour, disability, ethnic origin, marital status, religious or similar beliefs, sex or sexual orientation. The policy also aims to make sure that *you are not disadvantaged by job conditions or requirements that are not relevant.*

We aim to treat all employees and job applicants fairly in regard to all of our employment policies and procedures. Ashfield Homes Limited will ensure that the workplace is free from discrimination, bullying and harassment and has measures in place to prevent this. Our commitment to equal opportunities also extends to training programmes available to all and encouraging career development for all our employees. We are committed to training all our employees on equal opportunities.

We provide in house training and Post Entry training enabling all employees to undertake qualifications such as NVQ's, HNC's etc. We also provide job-sharing contracts, flexible working arrangements, maternity and paternity leave and we ensure that all reasonable adjustments are made for disabled employees.

We closely monitor the ethnicity of our workforce through recruitment and selection, training, disciplinaries and grievances and all of our information is available in large print, audio, Braille and other languages.

Recruitment and Selection

Decisions about who will be selected for interview will be based only on the information you give in your application form. Therefore, application forms should be filled in as comprehensively and as clearly as possible.

▪ **Do You Want To Be Selected?**

Look carefully through the person specification. This document will be used throughout the selection procedure. You will need to DEMONSTRATE that you have the skills, knowledge and experience necessary to do the job. Please note you will not be short-listed unless you meet all the essential criteria listed in the person specification. It will not be sufficient simply to state that you fulfil certain criteria as unsupported statements will not be accepted.

You should describe how you meet the person specification by giving examples. The short listing process will look for evidence which illustrates relevant skills, knowledge and experience. If you do not demonstrate these, there is a fair chance you will not be short-listed

The appointment of all applicants not currently employed by Ashfield Homes will be subject to:- a probationary period, a medical declaration, references which are satisfactory to us and proof of qualifications.

Language Line



Ashfield Homes Limited provides an interpreter service for those potential employees who may have a problem with English not being their first language. This service is available for anybody to use 24 hours per day. Ashfield Homes Limited employees are trained in using this service.



Ashfield Homes commits to the Disability Symbol.

Ashfield Homes is positive about employing disabled people to the extent that it has committed itself to the nationally recognised framework underpinning the Disability Symbol.



As a Disability Symbol user Ashfield Homes guarantees:

- To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- To ask a disabled person at least once a year what you do to make sure they can develop and use their abilities at work.
- To make every effort when employees become disabled to ensure they stay in employment
- To take action to ensure that key employees develop the awareness of disability needed to make your commitments work
- Each year these commitments and what has been achieved, will be reviewed and we will plan ways to improve on them and let our employees know about progress and future plans.

To achieve the Symbol status Ashfield Homes had to demonstrate how it would meet the criteria and put each of the commitments into practice.

In pursuing our obligations under the Disability Discrimination Act 1995, we will assess all applicants' merits as they would be after any reasonable adjustments had been made. Therefore all applicants invited to interview will be asked the question if there are any adjustments which would enable them to do the job. If you are a disabled person and feel that there is something we should be aware of at the short listing stage, please indicate this in the section entitled – "Experience and Reasons for applying for Post".

If you are selected for interview we will send details of when and where it is. If you are a disabled person you will be asked to tell us of any arrangements you would like us to make, e.g:-

1. Car parking to be made available nearby.
2. Someone to meet you at the entrance of the building.
3. A sign language interpreter to be present.
4. A friend to be present at the interview.
5. Preferred type of seating, etc.

Age Positive

AGE POSITIVE



Ashfield Homes Limited is committed to the Age Positive code of practice and considers that age is never a barrier to employing people.

‘Age diversity at work’ means employing people of all ages and not discriminating against someone because of how old they are.

The age positive code covers six areas of employment.

Recruitment

recruit on the basis of the skills and abilities needed to do the job

Selection

select on merit by focusing on application form information about skills and abilities and on performance at interview

Promotion

base promotion on the ability, or demonstrated potential, to do the job

Training and development

encourage all employees to take advantage of relevant training opportunities

Redundancy

base decisions on objective, job-related criteria to ensure the skills needed to help the business are retained

Retirement

ensure that retirement schemes are fairly applied, taking individual and business needs into account

Equality and Diversity in Employment



Our equal opportunities policy is in place to ensure that all persons employed by the Company are dealt with on an equal basis in a fair and consistent manner and without discrimination, irrespective of age, gender, race, sexual orientation, religious or similar beliefs and disability.

The Company acknowledges that in society certain groups and individuals are unfairly discriminated against. The Company is committed to taking positive steps to eliminate unfair discrimination and disadvantage in order to ensure that equality of opportunity for all is an integral feature of our activities.

All employees and Board Members will be trained and provided with guidance on the policy to ensure that they clearly understand their position in law and the implications for them of the policy.

The Company aims to ensure that no employee or potential employee will receive less favourable treatment on the grounds of: (this is not an exhaustible list).

- Gender
- Gender Reassignment
- Race
- Disability
- Religious or similar beliefs
- Colour
- Ethnic or national origin
- Nationality
- Sexuality
- Political Beliefs
- Age
- Trade Union Activity
- HIV Status

The Company will take action to eliminate discrimination, which will include:

▪ **Recruitment**

All vacancies will be advertised in a way that does not discourage traditionally disadvantaged groups from applying for posts.

Specific qualifications or experience will only be called for where essential to the job.

Training will be given to all staff involved in recruitment to ensure that they understand and apply the policy.

All applicants with disabilities who meet the minimum requirements for a suitable job will be considered for interview.

All job applicants will be made aware of the Equality and Diversity Policy.

▪ **Training**

All employees will receive training to ensure that they understand and implement all aspects of the Policy.

The Company may consider setting up training schemes for employees from disadvantaged groups, as permitted under the relevant legislation, in order to enable them to acquire skills necessary to compete for jobs at all levels and grades.

As part of the Induction training for all new employees, the Company's equal opportunities policy will be clearly explained and all new employees will be required to undertake training in this area.



Ashfield Homes Limited has been awarded and is committed to Investors in People. Investors In People is a national standard designed to help organisations improve their performance. It ensures that all employees are properly trained to do their job and are clear about how they can help the company to achieve its objectives. We want our employees to play an active part in this company by helping them develop and improve their skills so we can all work together to achieve greater success.

▪ ***Working Environment***

Wherever reasonably practicable, suitable access for employees with disabilities will be provided.

Wherever reasonably practicable, special needs of employees with disabilities will be met, including providing adapted equipment, and changes of working methods to help meet those needs.

Flexible working arrangements will be offered to employees to assist with individual personal circumstances, provided that this does not conflict with service delivery commitments.

The Company will endeavour to ensure that a supportive working environment is created for all employees so as to prevent the occurrence of any direct or indirect discriminatory practices. Where necessary, managers will receive training to enable them to achieve this aim.

▪ ***Harassment***

Action will be taken to eliminate harassment at work. Harassment will be considered to be a breach of the Company's Code of Conduct, and will therefore be subject to disciplinary action.

Employees who consider that they are suffering harassment may invoke a formal grievance.

The Company literature will not contain any form of sexist, racist or otherwise discriminatory language.

The Company will not tolerate the harassment or victimisation of employees by other employees, customers, contractors, members of the public in any circumstances and will take appropriate action against the perpetrators.

▪ ***Monitoring***

The composition of both applicants and the workforce will be monitored regularly to ensure the effectiveness of the policy, practices and recruitment procedures. Regular reports will be made to the Board, recommending action where appropriate.

