



MAX WRIGHT LIMITED

Electrical Engineers • Control Panel Manufacturers

Woodlands Works • Thundridge • Ware • Herts • SG12 0SP • England

Telephone: +44 (0)1920 461235 • Fax: +44 (0)1920 466423

E-Mail: info@maxwright.co.uk

Web: www.maxwright.co.uk

Employment Policy

Statement of policy

- This company aims to be an equal opportunity employer, and has a policy for this purpose.
- This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.
- The company's long term aim is that the composition of our workforce should reflect that of the community.
- Andrew Wright, is responsible for the effective operation of the company's Employment Policy.
- A copy of the Employment Policy is available from the directors

Vacancy advertising

- Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.
- Wherever possible, vacancies will be notified to local press, job centres, careers offices, schools, colleges, polytechnics, etc, to ensure they reach as diverse a cross section of the community as possible.

Selection and recruitment

- Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Wherever possible, more than one person must be involved in the selection interview and recruitment process.
- Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.
- Reasons for selection and rejection of applicants for vacancies must be recorded.



COMPANY REGISTRATION LONDON 915896
REGISTERED OFFICE: Woodlands Works • Thundridge • Ware • Herts • SG12 0SP

DIRECTORS: M. J. WRIGHT • A.D.WRIGHT • A.S.WRIGHT • D.M.WRIGHT



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Positive action - training, promotion and conditions of service

- Underrepresented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.
- Wherever possible, efforts will be made 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.

General

The objectives of this Employment Policy 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 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, lies with the company. 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.

Signed _____ (Director)

Dated _____



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