

Refurbiz Equal Opportunities Policy

Refurbiz has an equal opportunities policy. This policy provides the framework for ensuring fair treatment and the absence of unfair discrimination in all the organisation's employment-related policies, practices and procedures.

RECRUITMENT

All candidates will be assessed on merit. At all stages of the recruitment process there will be no discouragement and/or discrimination of candidates because of their sex, age, colour, race, nationality, ethnic or national origins, class, political or religious beliefs, HIV antibody status (including AIDS), marital status, sexual orientation, "spent" criminal convictions, disability or any other reasons unrelated to the requirements of the job.

Candidates who feel they may have been unfairly treated should, in the first instance, contact the Operations Manager. Complaints will be fully investigated. This does not affect the candidates' statutory rights.

EMPLOYMENT

The organisation recognises that the fair treatment of all employees extends beyond the recruitment process and is an integral part of working relationships, policies, practices and procedures. These include the objective assessment of pay and benefits as well as access to training, development and opportunities for promotion (when they arise).

Any employee who feels they have been treated unfairly should seek recourse through the agreed grievance procedure.

SERVICES and PUBLICATIONS

Refurbiz does recognise that the benefits derived from its activities may be available to people and communities of widely differing character and background and it undertakes not to discriminate unfairly in the distribution of its goods and services.

Through appropriate training and monitoring Refurbiz will seek to ensure that the language used in publications, documents, correspondence, presentations and electronic and oral communications, is in no way discriminatory or offensive.