

Equal Opportunities - Code of Practice

Equality & Diversity

Howard James Recruitment welcomes diversity amongst its internal staff and candidates, its and seeks to ensure that all candidates searching for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post. In pursuance of this aim and of its statutory duties, Howard James Recruitment, as an employer is committed to the principle of equality of opportunity and will adhere to the following procedure in the conduct of the recruitment and selection process for all advertised posts.

Selection criteria

Selection criteria will be clearly defined and reflected in the further particulars sent to candidates, which will also include details of the Howard James Recruitment's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one gender, religion or belief, persons of a particular age or marital status, civil partnership status, or sexual orientation, persons of a particular racial group, or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done, and wherever possible, this will be made clear in the advertisement and/or further particulars.

(For the purposes of this code, "racial group" means a group of persons defined by reference to colour, race, nationality, or ethnic or national origins.)

Advertising

Job advertisements will be widely publicised so as to encourage applications from a broad range of suitable candidates from all backgrounds. Howard James Recruitment website includes guidance on how to apply for jobs internally with Howard James Recruitment or with clients Howard James Recruitment is recruiting for.

All job advertisements placed on behalf of Howard James Recruitment will state Howard James Recruitment's commitment to equality of opportunity by including a footnote or final note indicating this.

Summary of the Howard James Recruitment's Equal Opportunities Policy

The policy and practice of Howard James Recruitment require that all staff are afforded equal opportunities within employment. Entry into employment with Howard James Recruitment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age, or disability.

Selection of candidates

The ability of each candidate to perform the job description will be compared objectively against the selection criteria for that job, and all applications for a post will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for or requirements of the job. Howard James Recruitment recognises its statutory obligation to make such adjustments to the workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

Interview questions will relate to the selection criteria. No questions will be based on assumptions for example about roles in the home and the family. In particular, questions about private personal relationships, children, or domestic obligations will not be asked at interview, although candidates may request information on relevant staff benefits and policies. Where it is necessary to obtain information on personal circumstances (for example, in relation to a selection criterion such as flexibility to work irregular hours), questions about this will be asked equally of all candidates and, like other questions, will relate only to the job requirements.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to enable such candidates to compete on an equal basis.

Record-keeping

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for six months after an appointment has been made. Howard James Recruitment will supply reasonable verbal feedback to unsuccessful candidates on request during that period.

Records may be used to determine whether members of one gender or persons of a certain racial group or those with a disability do not apply for employment, or apply in smaller numbers than might be expected, or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated for example in certain jobs. Where such under-representation is identified, positive action initiatives will be developed in accordance with the provisions of the Sex Discrimination Act 1975, the Race Relations Act 1976, and any other relevant national legislation.