

Fusion-ICT Equal Opportunities Policy

Statement

It is the policy of Fusion-ICT to provide equal opportunities in employment irrespective of sex, disability, marital status, sexual orientation, colour, race, religious beliefs, ethno or national origin. This policy should be read in conjunction with the Core Values Statement. (Included below).

Fusion-ICT is committed to the promotion of equal opportunities and to ensure that the human resources, talent and skills of its employees are maximised. Fusion-ICT's policy is to treat all employees with respect and dignity and to ensure that employees are not victimised or subjected to sexual, racial or religious harassment or discrimination on the grounds of disability.

Fusion-ICT seeks to fulfil this commitment to equal opportunities and harnessing diversity through the application of policies and procedures which are consistent and equitable and which recognise the expertise and ability of each individual.

Allegations of discrimination will be thoroughly and promptly investigated. Where allegations are substantiated, appropriate disciplinary action will be taken against any person responsible.

This policy applies to all Fusion-ICT's employees and associates and to all applicants for employment.

1. Application

All vacant posts within Fusion-ICT will be advertised internally, whether or not they are also advertised externally. All terms and conditions of employment and related benefits shall be non-discriminatory.

All applicants for employment and all employees applying for alternative positions or promotion within the Fusion-ICT shall be assessed according to their skills, experience and ability to do the job.

Job advertisements, publications and, if appropriate, selection tests will be non-discriminatory.

2. Training and development

Equal consideration will be given to all employees for training opportunities, both to perform their job and to develop personally.

Employees will be appraised against relevant, objective criteria to measure performance and training needs.

Promotion prospects will be governed by individual merit, ability, achievement and development potential.

3. Implementation and Monitoring

To achieve Fusion-ICT's policy of equal opportunities, management personnel receive equal opportunities training. The aim of this training will be to develop equal opportunities and to harness diversity, to provide information skills and advice so as to ensure the effective implementation of Fusion-ICT's equal opportunities policy.

Fusion-ICT will from time to time review the equal opportunities policy. Where barriers to equal opportunities are identified, any necessary changes will be made to this policy.

4. Grievances

If you believe that you have been subjected to discrimination, you should invoke the company's grievance procedure.

CORE VALUES

(a) Aiming to reduce the reinforcement of stereotypes

Conventionally it is common believe that training can only be delivered through formal classroom training or by logging onto e-learning such as learn direct. Because of this stereotyping small companies are missing a huge opportunity to access a new training methodology that is being exploited by larger companies called virtual training (v-training). This project aims to remove these stereotypes by demonstrating how easy and cost effective this training methodology can be used within SME's.

(b) Helping to address mobility and access issues

Providing assessments, learning logs and virtual training by using existing technology means that people train and manage their portfolio from their current work space eliminating the need to travel to different locations.

(c) Ensuring that all information is equality proofed

Our primary source of information will be taken from already approved sources such as e-skills and British Computer Society, all materials we design and create internally will be submitted to the Project Manager before being approved for use. The Project Manager is responsible for managing the relationship with the customer and ensuring that all staff complies with our Equality Policy. Trainers can create their own materials but are not permitted to distribute this until they have been approved.

(d) Complying with the Disability Discrimination Act 1995

All technology developed and utilised by Fusion-ICT complies with the Disability Discrimination Act 1995 including features such as large text and plain text versions. Fusion-ICT will deliver learning interventions through the employees own p.c. and will check that their equipment complies with the users personal requirements within the Disability Discrimination Act 1995.

(e) Integrating equal opportunities through best practice in delivery.

Regardless of the learning methodology all of our trainers are inducted and assessed to ensure that they apply our equal opportunity policies consistently within their delivery. One of the tools we use to help them achieve this is to profile groups of people based on an objective skill assessment rather than subjective opinions. Special requirements are identified within the individual candidates learning plan and on completion of any learning intervention candidates are asked to feed back electronically, without the trainer viewing them, how well the training event met their individual needs. This information is analysed for compliance to our EO Policy and fed back to the trainer appropriately.

All delivery materials used have to be approved by the Fusion-ICT project manager before they are permitted for distribution to candidates and one of the evaluation criteria the project manager will use will be to ensure they are not using discriminatory language or stereotypical references.

(f) The recruitment, appointment and training of staff



Our equal opportunity policy is very specific regarding the recruitment and appointment of staff. Commencing with where and how we advertise for staff through to assessment and selection procedures. All advertisements are approved by the Project Manager including where advertisements are placed and how they are responded to. All assessments are consistent and interviewers are training and assessed against our EO policy. All interviews are conducted by 2 members of staff, 1 of whom must be from our Senior Management Team and successful candidates are selected on pre-agreed criteria that has been approved by the project manager.

Staff are trained in accordance with our core principles and trainers are also briefed on how to ensure their materials comply with our EO policy.

Collection OF Equal Opportunity Data and its use

We will collect Equal Opportunity data through the individual learning logs (e-portfolio) that can then be analysed to provide central statistics. The data we plan to collect includes ethnicity, sex, age, learning needs, we will review this data to ensure that we maintain a reasonable proportion of candidates which can influence our marketing to target a specific group of people