



**A1R SERVICES LTD**



**REFRIGERATION & AIR CONDITIONING SALES/SERVICE/MAINTENANCE/HIRE**



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## **EQUALITY & DIVERSITY POLICY**

**Updated January 2011**

**A1R Services Ltd is an equal opportunity employer. It is A1R Services Ltd policy that all persons shall have an equal opportunity for employment and advancement on the basis of ability, necessary qualifications and fitness for work irrespective of sex, age, marital status, civil partnership, sexual orientation, colour, race, creed, religion, national or ethnic origin.**

**A1R Services Ltd gives full and fair consideration to all applications for employment from disabled persons having regard to particular aptitudes and abilities, continuing where possible the employment of staff who become disabled and ensures that training and career development are encouraged.**

**There is a grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment then the Harassment policy procedure should be used. A1R Services Ltd is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.**

**A1R Services Ltd job applicants and staff are asked to complete a form denoting their sex, race, ethnic origin and any disabilities, this is kept in their personnel file for company records. A1R Services Ltd guarantees that this form will only be used for the purpose of monitoring the effectiveness of its equal opportunities policy.**

**For and on behalf of A1R Services Ltd,**



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