

Legal Recoveries & Collections Limited (LRC)

Equal Opportunities Policy

The Company values the individual contribution of all employees and prospective employees from all sectors of the community at large. The Company recognises its social, moral and statutory duty (where applicable) to employ people with disabilities and will do all that is practicable to meet this responsibility.

The Company is committed to providing outstanding client service by maintaining the highest standards of professional excellence. To meet this objective there is a policy of recruiting and developing people with suitable qualifications, experience, personal attributes and potential regardless of gender, marital status, sexual orientation, age, ethnic origin, colour, nationality, religion, or disability of any kind (including physical, sensory and mental disability).

Our aim is to recruit, train and promote THE BEST PERSON FOR THE JOB and to create a working environment free from unlawful discrimination, victimisation and harassment in which all employees are treated with dignity and respect.

All employees will be made aware of the requirements of this policy and will be obliged to co-operate to ensure that the policy is carried out effectively.

Any form of discrimination may be unlawful and will be treated as a disciplinary offence resulting, if appropriate, in disciplinary action.

Scope of Equal Opportunities Policy

This policy applies to the advertisement of jobs, recruitment, selection, counselling, appraisal, training, conditions of work, pay and every other aspect of employment.

All employees are required to comply with the policy when dealing with other employees (including temporary or agency staff and consultants), job applicants, clients, suppliers, customers and contacts of the Company and anyone else with whom they come into contact during the course of their employment.

Recruitment

The Company will ensure that information about job opportunities will be circulated as widely as possible in the circumstances to ensure that it reaches all sections of the community regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, age or sexual orientation.

All applications will be welcomed and will be considered on the relative merits of the applicant against the job and/or person specification for the position regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, age or sexual orientation.

Job and person specifications will only include criteria which are objectively required for the duties and responsibilities of the vacancy.

If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated, and the grounds for it, on any advertisements.

Applicants may be asked to complete an ethnic and disability monitoring form to assist in the maintenance of records and for monitoring purposes by the board of directors. This form will be kept separate from all other application documents and will not form part of the selection process.

Terms and Conditions of Employment

The Company will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, age or sexual orientation. No requirements or conditions will be imposed, directly or indirectly, which will or might place any group of employees at an unfair or unlawful disadvantage.

Grievance and disciplinary procedures will be operated without discrimination on the grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, age or sexual orientation.

Training, career development and promotion

All employees will be provided with the appropriate training to enable them to improve their performance and to achieve the performance standards and targets set for them by the Company regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, age or sexual orientation.

The Company will also ensure that opportunities for training and career development are made equally available to all employees.

Promotion within the Company is based on personal merit and the requirements of the job regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, age or sexual orientation.

Grievances and victimisation

LRC Ltd emphasises that discrimination is unacceptable conduct that may lead to disciplinary action under our Disciplinary Procedure.

Any complaints of discrimination will be pursued through our Grievance Procedure.