



**"Best value through partnership....."**

Phone 01622 717414  
Fax 01622 717498

## Equal Opportunities Policy

Ridge Crest Cleaning is committed to the principle and practice of equal opportunity in employment. Ridge Crest Cleaning complies with all legislation relevant to equal opportunities.

This ensures that all persons in contact or associated in any way with Ridge Crest Cleaning will not receive less favourable treatment due to their ethnic or national origin, marital status, sexuality, disability, colour, family responsibility, age, religious belief or political opinion. This includes all employees, suppliers and job applicants, clients and visitors, who will be encouraged to take positive action, to uphold our obligation and commitment to these obligations. This includes informing us of any findings of unlawful discrimination, to enable us to investigate the allegations fully and eradicate any failure to uphold our commitment to Equal opportunities for all.

This policy is applied to:

- **Researching:** We aim to provide equal opportunity in defining jobs and person specifications, attracting applicants, choosing appropriate selection methods, conducting interviews, tests and assessments centre's, offering jobs and in terms and conditions of employment.
- **Promotion:** As with researching, we aim to promote employees on the basis of appointing the best person for the job on a fair and non-discriminatory basis.
- **Training & Development:** All staff and those responsible for recruitment, selection, promotion and management of staff receive ongoing training in equal opportunities. We ensure that all employees have equal access to training and development opportunities.
- **Discipline/Dismissal:** We aim to ensure that no employee is unlawfully or unfairly treated in the application of our disciplinary policy and procedure.
- **Grievances/Complaints:** The company will treat with equal seriousness grievances from a minority, be they employees, suppliers, customers or visitors.
- **Day to day employment:** All employees will be treated fairly and equitably in all other matters relating to their employment, including their day to day work, absence, pay, terms and conditions, benefits and selection for redundancy.



# Ridge Crest Cleaning Limited

[www.ridgecrestcleaning.com](http://www.ridgecrestcleaning.com)

Ridge Crest Cleaning Limited  
Aylesford Business Centre  
High Street  
Aylesford  
ME20 7AX  
Kent

**"Best value through partnership....."**

Phone 01622 717414  
Fax 01622 717498

An allocated line manager relates our policy to all staff during their induction and refresher training programmes.

**Ian Beach**  
**Managing Director**