



An ethical company with a passion for social outcomes

We love good coffee and happy customers

We believe education and training really matter

We believe you can be efficient and friendly

We believe in feeling good about our product, our service and our people

Equality and Diversity Policy

Introduction:

As part of the commitment made by the Directors of JFC (Yorkshire) Limited to equality of opportunity it has adopted a policy statement covering its contracting and employment practices and procedures.

This policy applies to the core business and all its subsidiaries; Caffè Carino, blueQuarter and Just for Careers.

Our definitions:

Equal Opportunities

Relates to treating people the same, although they may belong to certain groups. Equal Opportunities in particular relates to legality, which makes it illegal to discriminate against people because they belong to particular groups.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we find in each other in the workplace.

We believe equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

General Statement of Policy

It is the policy of JFC (Yorkshire) Limited and its subsidiaries that no employee or prospective employee will receive less favourable treatment or is disadvantaged by any circumstances, conditions or requirements that cannot be justified.

The Policy Statement

The Directors and management of JFC (Yorkshire) Limited recognise that people are discriminated against and will make every effort to ensure they will not unreasonably exclude any individual from access to any activities, goods, facilities or services, or any employment and contracting opportunities that are offered in businesses which they control.

As an employer and contract manager committed to equality and diversity in all its practices JFC (Yorkshire) Limited recognises that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexuality, impairment (physical, sensory or learning), physical appearance, marital or other life status, religious or political belief and other differences that cannot be justified.

Every contractor or employee is entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions.

Every potential contractor or employee is entitled to expect the recruitment process to be free of all unreasonable barriers

All contractors and employees of JFC (Yorkshire) Limited shall be made aware of this policy and its implications for them.

What we expect from our contractors and employees

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with JFC (Yorkshire) Limited, its application relies on each employee playing their part.

Contractors and employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

- a) every contractor or employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training, advice and guidance appropriate to each individual's role will be provided.
- b) those individuals responsible for other contractors or employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services
- c) no contractor or employee shall induce, or attempt to induce other employees or trade unions or management to discriminate
- d) no contractor or employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
- e) no contractor or employee shall harass, abuse or intimidate another employee on any grounds.

Publicising and Advertising contracting opportunities and vacancies

All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post or contract. We will use diverse local, national and regional resources as appropriate.

Potential contractors and /or applicants shall be given clear and accurate information about contracts or posts through a contract specification and/or job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

Advertisements in printed media shall adhere to clear print guidelines. All text and images we use will be culturally sensitive.

Our equality and diversity policy will be part of our recruitment and engagement processes as a business.

Recruitment

Recruitment practice and procedures shall be as open and as barrier free as possible

Contract specifications and/or application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the contract specification or job description.

Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.

More than one person shall be involved in short-listing and selection for interview, and all involved shall have received training in equality and diversity.

Questions and selection tests shall relate to the requirements of the contract or job and shall be carried out by staff trained in carrying out the tests and the assessment of results.

No applicant shall be disadvantaged by an interview's timing, location or facilities.

Reasons for selection or rejection of applicants shall be recorded.

Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview. A statement to this effect shall appear in recruitment material and any advertisement.

Training

The JFC (Yorkshire) Limited policy of equality extends to training; this covers its general training programme and training in disability awareness and equality and diversity training.

Each contractor or employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained.

All new employees shall receive induction training and this training need will be reviewed regularly.

Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for their advancement or skills increase.

All directors or staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis.

Monitoring

The board of JFC (Yorkshire) Limited recognise the importance of their Equality and Diversity Policy and will regularly monitor its operation and deployment in their businesses.

Changes and amendments to policy

If the legal context of the work changes or any specific adjustments are needed to alter this policy then notification will appear on this web site...

www.jfcyorkshire.co.uk

Signed...

The Directors of JFC (Yorkshire) Limited
25th October 2010.