


• Equality, Diversity & Inclusivity Policy

Name of Policy	Date Effective	Review Date	Signature
Equality, Diversity & Inclusivity Policy	15 th January 2018	15 th January 2019	

FW Solutions Ltd is committed to the principles of equality, diversity and inclusivity and opposes all forms of unlawful or unfair discrimination, direct or indirect. It is in the company's best interests and those of all it serves and employs to:

- Ensure that the resources, talents and skills of its employees are fully utilised.
- Provide services and opportunities equally and fairly to all employees, applicants for employment and learners irrespective of colour, age, race, religion, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability or spent convictions.
- Ensure that no employee, applicant for employment or conditions or requirements, which cannot be shown to be relevant to the job, disadvantage candidates.
- Oppose harassment, affecting the dignity of women or men at work.
- Prevent the victimisation of any person who raises a complaint within the scope of this policy.
- Ensure all employees are aware of their personal responsibility for the implementation of this policy.
- Any allegations of discrimination will be investigated and the appropriate action will be taken.
- Review the Equality, Diversity & Inclusivity Policy and its implementation on an annual basis.

Disability Policy Statement

At FW Solutions Ltd we want you to be successful. We have written this statement to help you decide if we can provide the right sort of support to help you learn and succeed in your training programme. We can only help if we know what your individual needs are, so come and talk to us to find out how much we can do for you.

This Disability Statement relates to the definition referred to in the Disability Discrimination Act 1995 and all subsequent amendments.

This is that:

'A person has a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.'

• Equality, Diversity & Inclusivity Policy

Secure storage, handling, use, retention and disposal of Disclosures and Disclosure information Policy Statement

General principles

As an organisation using the Disclosure Barring Service (DBS) to help assess the suitability of applicants for positions of trust, FW Solutions Ltd complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligation under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access – Disclosure information is never kept on an applicants personnel file and is always kept separately and securely, in lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling – In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to who Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage – Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention – Once a recruitment (or other relevant) Decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal – Once the retention period has elapsed; we will ensure that any Disclosure information is immediately suitably destroyed by secure means i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.