

RECRUITMENT GUIDANCE AND COMPANY INFORMATION

Please read all the information before you complete the application form.



Recruitment Guidance and Information

The aim of our recruitment and selection procedure is to obtain the best possible people available and to make sure that all applicants for vacancies and employees are not discriminated against on grounds such as age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation. The policy also aims to make sure that *you are not disadvantaged by job conditions or requirements that are not relevant.*

We aim to treat all employees and job applicants fairly in regard to all of our employment policies and procedures. Ashfield Homes Limited will ensure that the workplace is free from discrimination, bullying and harassment and has measures in place to prevent this. Our commitment to equal opportunities also extends to training programmes available to all and encouraging career development for all our employees. We are committed to training all our employees on equal opportunities.

We provide in house training and Post Entry training enabling all employees to undertake qualifications such as NVQ's, HNC's etc. We also provide job-sharing contracts, flexible working arrangements, maternity and paternity leave and we ensure that all reasonable adjustments are made for disabled employees.

We closely monitor the ethnicity of our workforce through recruitment and selection, training, disciplinaries and grievances and all of our information is available in large print, audio, Braille and other languages.

If you have received no communication within 4 weeks of the closing date, please assume that you have been unsuccessful and accept the Company's gratitude for the interest shown.

Recruitment and Selection

Decisions about who will be selected for interview will be based only on the information you give in your application form. Therefore, application forms should be filled in as comprehensively and as clearly as possible.

▪ *Do You Want To Be Selected?*

Look carefully through the person specification. This document will be used throughout the selection procedure. You will need to DEMONSTRATE that you have the skills, knowledge and experience necessary to do the job. Please note you will not be short-listed unless you meet all the essential criteria listed in the person specification. It will not be sufficient simply to state that you fulfil certain criteria as unsupported statements will not be accepted.

You should describe how you meet the person specification by giving examples. The short listing process will look for evidence which illustrates relevant skills, knowledge and experience. If you do not demonstrate these, there is a fair chance you will not be short-listed

The appointment of all applicants not currently employed by Ashfield Homes will be subject to a probationary period, a medical declaration, references which are satisfactory to us and proof of qualifications.

Interpretation/Translation

Ashfield Homes Limited provides an interpretation/translation service for those potential employees who may have a problem with English not being their first language.

Ashfield Homes commits to the Disability Symbol.

Ashfield Homes is positive about employing disabled people to the extent that it has committed itself to the nationally recognised framework underpinning the Disability Symbol.



As a Disability Symbol user Ashfield Homes guarantees:

- All applicants with a disability who meet the minimum criteria for a job vacancy will be short-listed to the next stage of the selection process and be considered on their abilities.
- To discuss with disabled employees at least once a year what both parties can do to make sure they can develop and use their abilities at work.
- To make every effort when employees become disabled to ensure they stay in employment
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work.
- Each year these commitments and what has been achieved will be reviewed and we will plan ways to improve on them and let our employees and Jobcentre Plus know about progress and future plans.

To achieve the Symbol status Ashfield Homes had to demonstrate how it would meet the criteria and put each of the commitments into practice.

In pursuing our obligations under the Disability Discrimination Act 1995, we will assess all applicants' merits as they would be after any reasonable adjustments had been made. Therefore all applicants invited to interview will be asked the question if there are any adjustments which would enable them to do the job. If you are a disabled person and feel that there is something we should be aware of at the short listing stage, please indicate this in the section entitled – "Experience and Reasons for applying for Post".

If you are selected for interview we will send details of when and where it is. If you are a disabled person you will be asked to tell us of any arrangements you would like us to make, for example:

1. Car parking to be made available nearby.
2. Someone to meet you at the entrance of the building.
3. A sign language interpreter to be present.
4. A friend to be present at the interview.
5. Preferred type of seating, etc.

This list is not exhaustible; please ask if there is something else we can help you with.

Equality and Diversity in Employment

Our equal opportunities policy is in place to ensure that all persons employed by the Company are dealt with on an equal basis in a fair and consistent manner and without discrimination, irrespective of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation.

The Company acknowledges that in society certain groups and individuals are unfairly discriminated against. The Company is committed to taking positive steps to eliminate unfair discrimination and disadvantage in order to ensure that equality of opportunity for all is an integral feature of our activities.

All employees and Board Members will be trained and provided with guidance on the policy to ensure that they clearly understand their position in law and the implications for them of the policy.

The Company aims to ensure that no employee or potential employee will receive less favourable treatment on the grounds of: (this is not an exhaustible list).

- Sex
- Gender Reassignment
- Race
- Disability
- Pregnancy & Maternity
- Religious or similar beliefs
- Ethnic or national origin
- Nationality
- Sexual Orientation
- Political Beliefs
- Age
- Trade Union Activity
- Marriage/Civil Partnership

The Company will take action to eliminate discrimination, which will include:

▪ Recruitment

All vacancies will be advertised in a way that does not discourage traditionally disadvantaged groups from applying for posts.

Specific qualifications or experience will only be called for where essential to the job.

Training will be given to all staff involved in recruitment to ensure that they understand and apply the policy.

All applicants with disabilities who meet the minimum requirements for a suitable job will be considered for interview.

All job applicants will be made aware of the Equality and Diversity Scheme.

▪ Training

All employees will receive training to ensure that they understand and implement all aspects of the Policy.

The Company may consider setting up training schemes for employees from disadvantaged groups, as permitted under the relevant legislation, in order to enable them to acquire skills necessary to compete for jobs at all levels and grades.

As part of the Induction training for all new employees, the Company's equal opportunities policy will be clearly explained and all new employees will be required to undertake training in this area.



Ashfield Homes Limited has been awarded and is committed to Investors in People. Investors in People is a national standard designed to help organisations improve their performance. It ensures that all employees are properly trained to do their job and are clear about how they can help the company to achieve its objectives. We want our employees to play an active part in this company by helping them develop and improve their skills so we can all work together to achieve greater success.

▪ ***Working Environment***

Wherever reasonably practicable, suitable access for employees with disabilities will be provided.

Wherever reasonably practicable, special needs of employees with disabilities will be met, including providing adapted equipment, and changes of working methods to help meet those needs.

Flexible working arrangements will be offered to employees to assist with individual personal circumstances, provided that this does not conflict with service delivery commitments.

The Company will endeavour to ensure that a supportive working environment is created for all employees so as to prevent the occurrence of any direct or indirect discriminatory practices. Where necessary, managers will receive training to enable them to achieve this aim.

▪ ***Harassment***

Action will be taken to eliminate harassment at work. Harassment will be considered to be a breach of the Company's Code of Conduct, and will therefore be subject to disciplinary action and Dignity at Work Procedure.

Employees who consider that they are suffering harassment may invoke a formal grievance.

The Company literature will not contain any form of sexist, racist or otherwise discriminatory language.

The Company will not tolerate the harassment or victimisation of employees by other employees, customers, contractors, members of the public in any circumstances and will take appropriate action against the perpetrators.

▪ **Monitoring**

The composition of both applicants and the workforce will be monitored regularly to ensure the effectiveness of the policy, practices and recruitment procedures. Regular reports will be made to the Board, recommending action where appropriate.

ASHFIELD HOMES LTD

DRESS CODE January 2008



Aim of the Dress Code

All employees will be appropriately dressed and presented having regard to the Company's Dress Code.

Dress Code Standard

- All employees must maintain a high standard of personal hygiene.
- Employees should always be neat, tidy, and smart in their appearance.
- Employees should dress appropriately for the duties they undertake (for example, home visits, site visits) having regard to their own personal health and safety.
- The wearing of the following clothing at work is not acceptable:
 - Denim clothing
 - Leisure and sports wear, including footwear
 - Leggings
 - Leather clothing
- Protective clothing and safety footwear provided by the Company must always be worn in appropriate circumstances.
- Work wear and uniforms provided by the Company must be worn at all times.
- Male employees must wear shirts and ties unless exempted by their Manager.
- Employees should not wear body piercings with the exception of earrings, which in any event should not be excessive.
- Employees should not wear excessive jewellery.
- Some body tattoos may be inappropriate for work, and will have to be covered.
- Breaches of this code may lead to Disciplinary action.

Employees who are attending work in their own time, outside their normal working hours 8am to 6pm or collecting items from work or who are specifically requested to attend work to undertake special tasks such as tidying, moving furniture, or changing filing systems, etc, are exempted from this code.

In any event, the Managers will be the arbiters of appropriate dress for work.

Ashfield Homes Limited

Rehabilitation of Ex-Offenders Policy – October 2007

The aim of this policy is to state Ashfield Homes' approach towards employing people who have criminal convictions.

The Company is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The Company will therefore consider ex-offenders for employment on their individual merits. The Company's approach towards employing ex-offenders differs, however, depending on whether the post is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Posts covered by the Rehabilitation of Offenders Act 1974

Ashfield Homes will not automatically refuse to employ a particular individual just because they have a previous criminal conviction.

During the selection process, the Company will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions. All new employees will be asked if they would undertake an online check through Disclosure Scotland who will provide individuals with a Basic check which only includes unspent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the post for which they have applied, the Company will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

Posts that are exempt from the Rehabilitation of Offenders Act 1974

If the post into which the Company is seeking to recruit is one of the excluded posts listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Company will require the applicant to disclose all convictions, whether spent or unspent. Even in these circumstances, however, the Company will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the post for which the individual has applied.

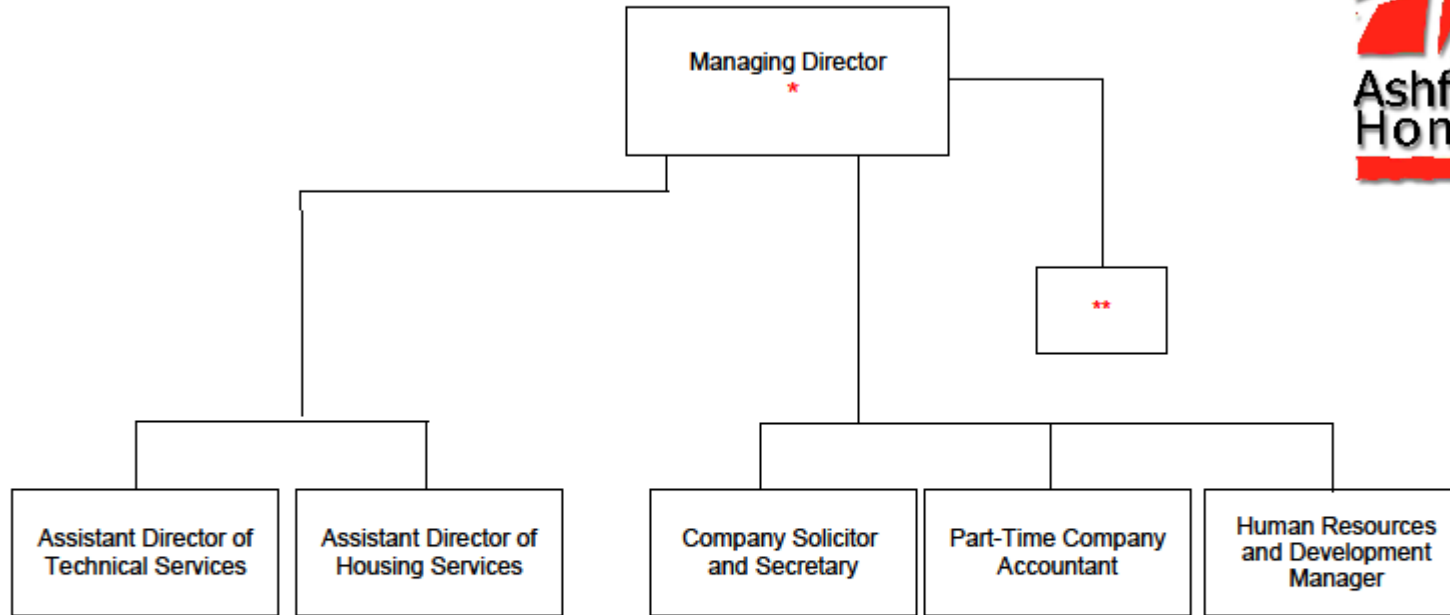
Furthermore, if the post is exempt, the Company will, once it has selected the person to whom it wishes to offer employment, seek to make a joint application to the Criminal Records Bureau (CRB) for a standard disclosure.

Exempted posts on the Company's structure have been identified as; Tenancy Support Officer, Senior Tenancy Support Officer, Care Co-ordinator, Senior Care Co-ordinator and Community Alarms Officer.

The Company is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998.

A further CRB check will then be carried out every two years on the above exempted posts.

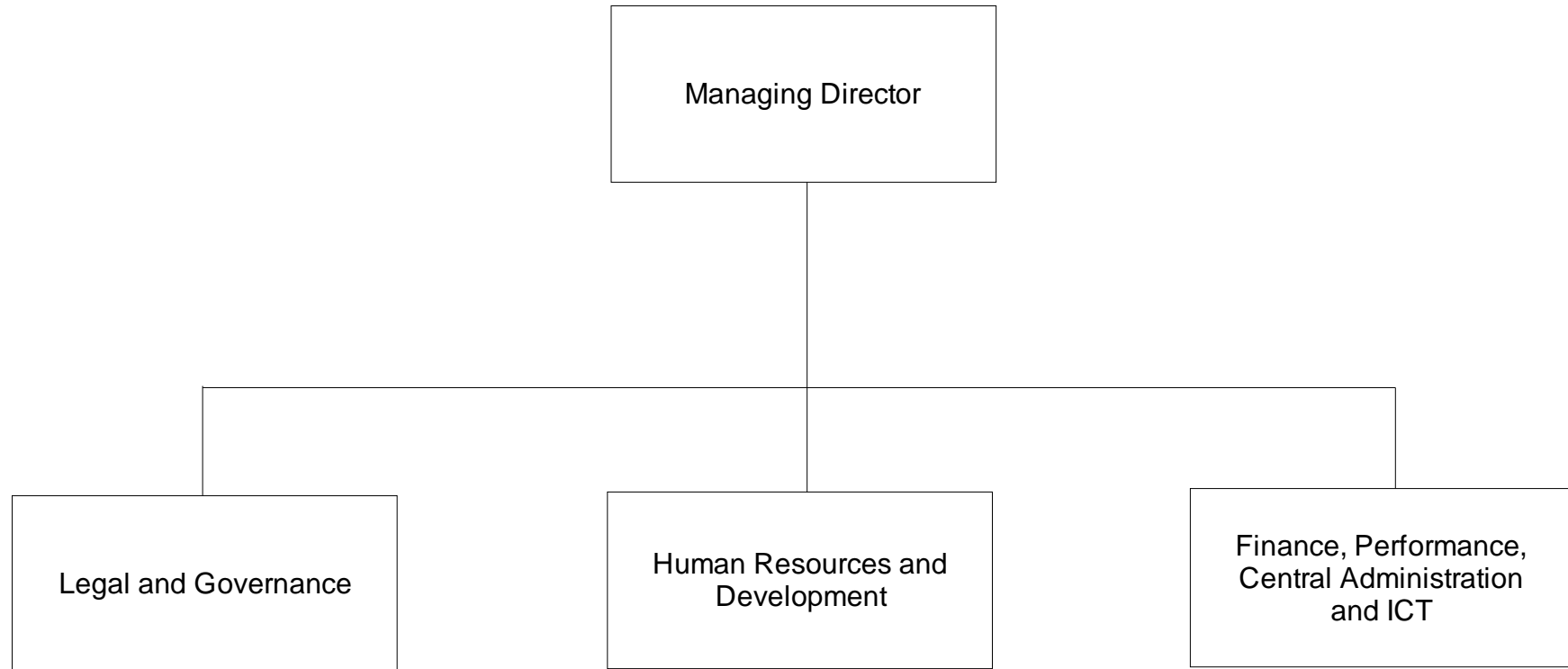
ASHFIELD HOMES LIMITED – SENIOR MANAGEMENT TEAM



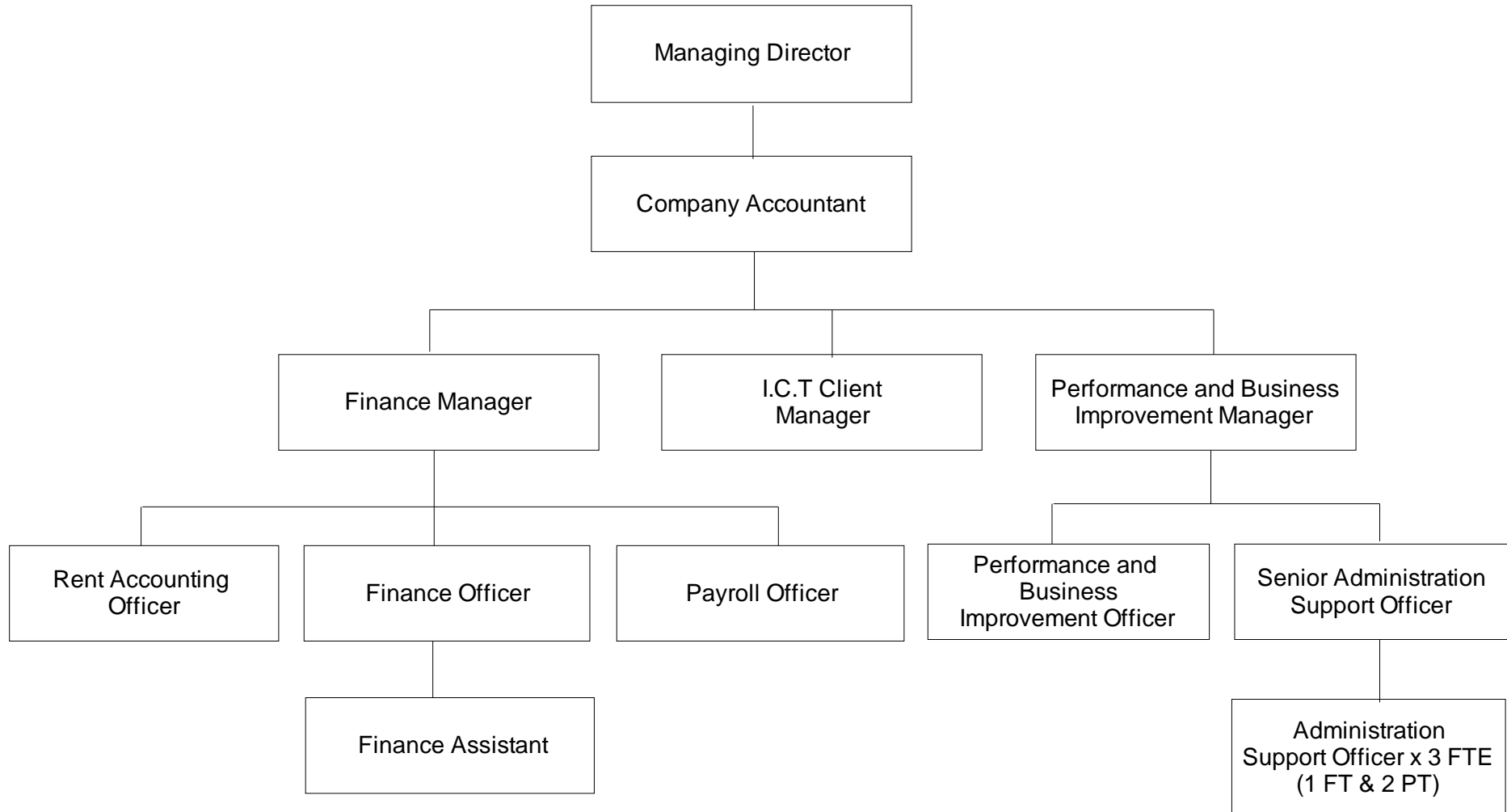
* Acting Managing Director currently in post

** Personal Assistant to the Chief Executive

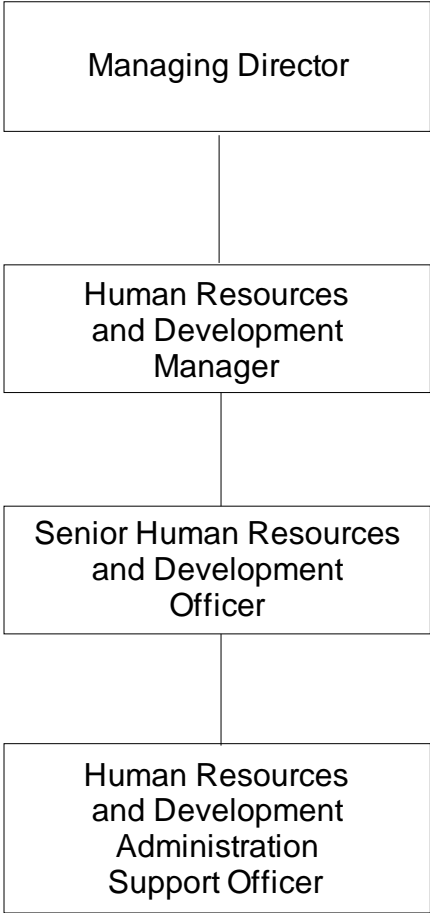
ASHFIELD HOMES LIMITED – BUSINESS SUPPORT



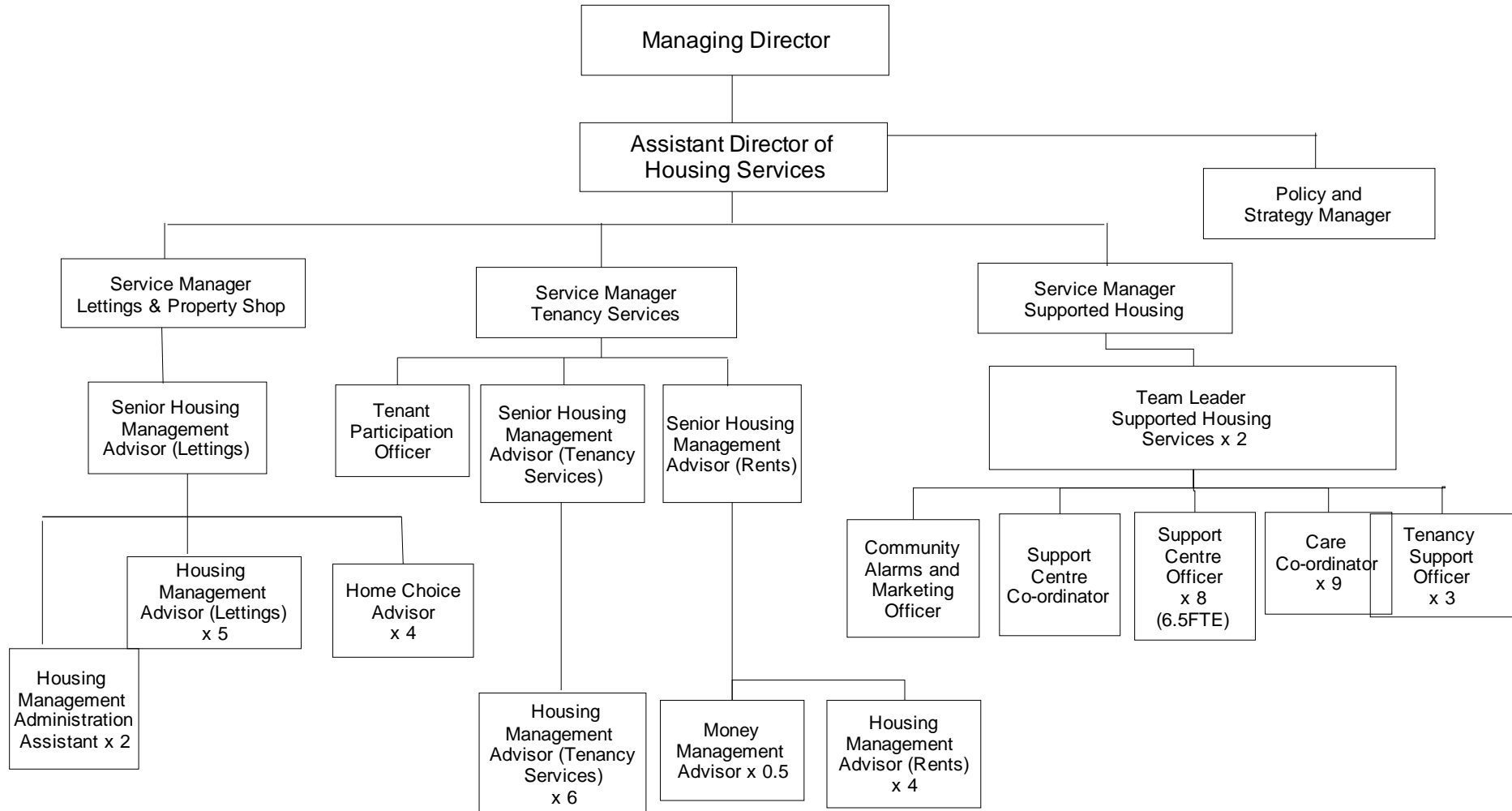
**ASHFIELD HOMES LIMITED – FINANCE, PERFORMANCE,
CENTRAL ADMINISTRATION AND I.C.T**



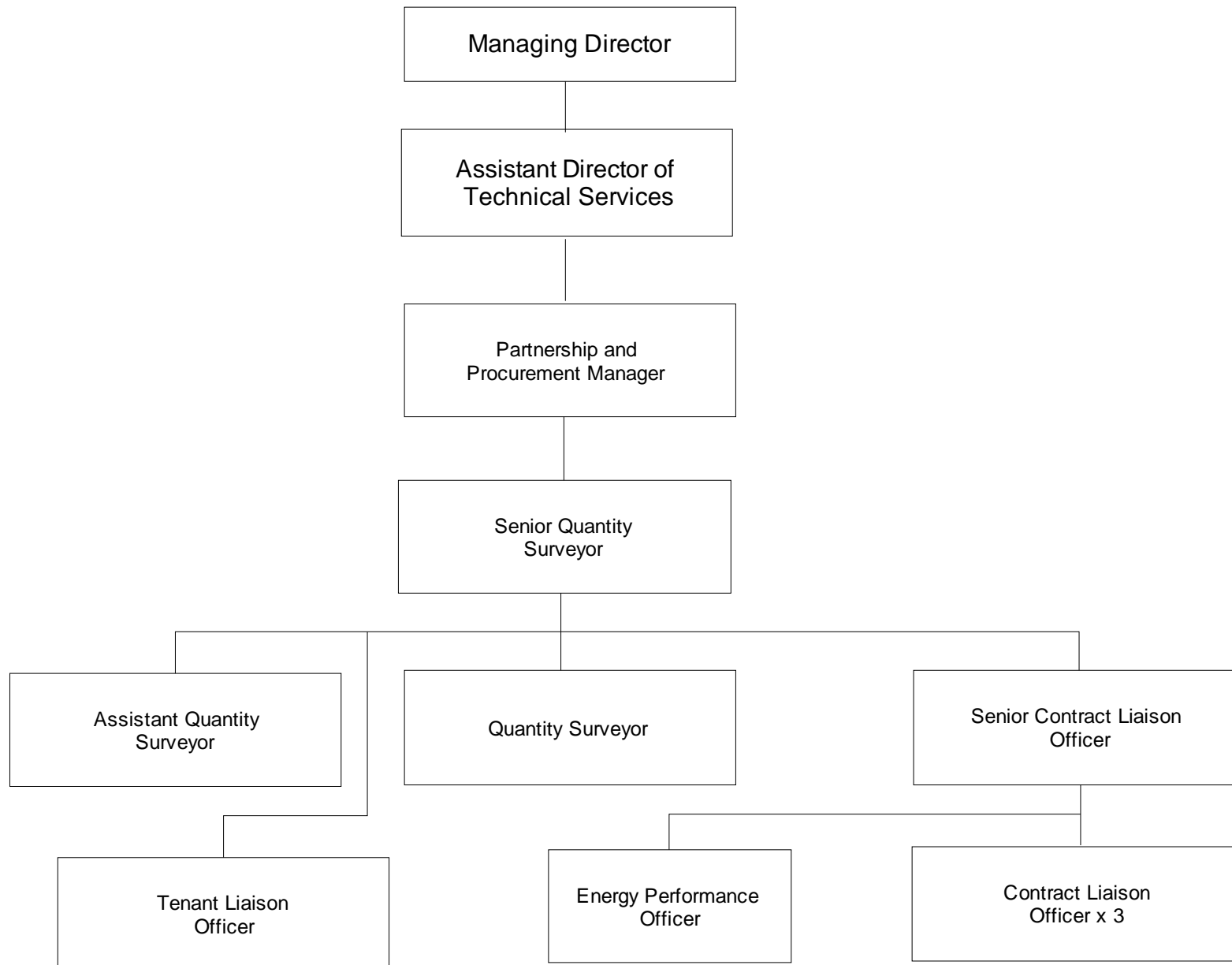
ASHFIELD HOMES LIMITED – HUMAN RESOURCES



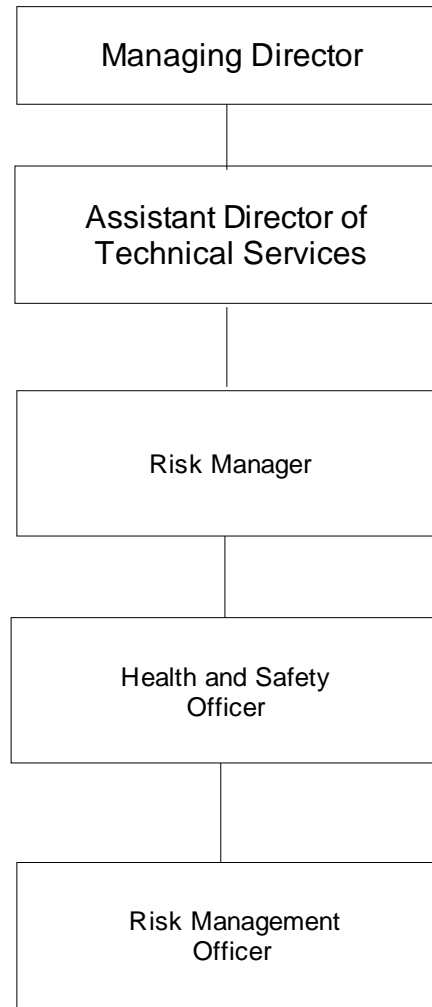
ASHFIELD HOMES LIMITED – HOUSING SERVICES DIRECTORATE



ASHFIELD HOMES LIMITED – PARTNERSHIP AND PROCUREMENT SECTION



ASHFIELD HOMES LIMITED – RISK MANAGEMENT SECTION



ASHFIELD HOMES LIMITED – RESPONSIVE, CYCLICAL AND SUPPORT SERVICES

