

SparkTricity

Recruitment and Diversity Policy.



Time is an equal opportunity employer. Each human being has exactly the same number of hours and minutes every day. Rich people can't buy more hours. Scientists can't invent new minutes. And you can't save time to spend it on another day. Even so, time is amazingly fair and forgiving. No matter how much time you've wasted in the past, you still have an entire tomorrow.

Denis Waitley

Next Review Due	Reviewed by	Date
Jan. 2022	Manjit Tamber	07/01/2022
Jan. 2023	Manjit Tamber	03/01/2023
Jan 2024	Manjit Tamber	06/01/2024
Jan 2025	Manjit Tamber	07/01/2025
Jan 2026	Manjit Tamber	07/01/2026
Jan 2027		

Author: Manjit Singh Tamber

Position: Managing Director SparkTricity Ltd

Date: January 2026

The goal of SparkTricity's Recruitment policy is to allow selection and appointment of staff with a suitable skillset and experience, through a meticulous selection process that is free from discriminatory prejudice and soundly based on the principle of equality of opportunity.

Equality of Opportunity

SparkTricity is committed promoting the equality of opportunity and to following practices to provide a service, which is free from prejudicial and unlawful discrimination.

At SparkTricity we strive to ensure that no applicant, Apprentice or member of staff is subject to less favourable treatment on the grounds of marital status, race, gender, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependents, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

SparkTricity actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. The selection of candidates for the interview stage shall be based on qualifications, skills, suitability for tasks and experience, alone.

In accordance with the SparkTricity's equality and diversity policy, every attempt shall be made to accommodate the specific needs of any person suffering from a disability within the meaning of the Disability Discrimination Act 1995 at all stages of the recruitment process.

Advertising

The extent and method of SparkTricity advertising shall be dependent on whether the post is of a temporary or permanent basis.

1. Permanent posts will be advertised and recruited using the most appropriate method for the post. Advertising will normally be done through job centres and recruitment agencies.
2. Posts expected to last less than one year may be recruited through existing contacts and recruitment agencies or Agency workers.

SparkTricity may on occasion request an Enhanced DBS check for any post in which the intended employee (Permanent of full time) may come into contact with vulnerable persons (Sheltered housing works for example). Where a DBS check is deemed necessary for a post or position, all applications forms, job adverts, careers, website, and any other appropriate literature will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Recruitment

Prior to the advertising of a new post or filling of an existing vacancy, a job description / Task sheet and person specification shall be drawn up by the Office Manager (Baljit Tamber). This document will then be passed to the company Director (Manjit Tamber) for approval and authorisation to proceed with recruitment of the vacancy.

When the start date has been arranged the pre-induction process must be initiated by the SparkTricity's Director (Manjit Tamber). The length of the probationary period will be determined by the levels of skills and responsibility demanded by the job and may be split into periods, not exceeding six months in total.

New employee's progress will be monitored closely by the company Director and they will be interviewed at the end of each probation period. At this time the company Director shall make a recommendation as to whether the employment should be continued.

If an employee has failed to meet the necessary standards a decision will be made to either terminate the contract of employment or extend the probationary period. If the period is extended the employee will be notified in writing of the deficiencies in performance and the date at which the extended probationary period shall come to an end.

Revisions

10th December 2017

1st November 2018

7th January 2025

6th January 2026

following consultation with senior managers, workers, workers' & representatives

Overall responsibility for the effectiveness of the policy lies with Jaswinder Kaur for more information, please contact this person on 020 8848 7181.

Signed

A handwritten signature in black ink, appearing to read "Manjit S Tamber".

Manjit S Tamber

Manjit S Tamber