



EQUAL OPPORTUNITIES POLICY

The company's aim is to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex, sexual orientation or marital status. This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

Policy

1. There shall be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, age, sex, sexual orientation or marital status.
2. The Company shall appoint, train, develop and promote on the basis of merit and ability.
3. Employees have personal responsibility for the practical application of the Company's Equal Opportunity Policy, which extends to the treatment of members of the public and employees.
4. Managers and supervisors who are involved in the recruitment, selection promotion and training of employees have special responsibility for the practical application of the Company's Equal Opportunity Policy.
5. The Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against.
6. Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
7. If there is any doubt about the appropriate treatment under the Company's Equal Opportunities Policy, employee should consult HR.

EQUAL OPPORTUNITY – THE LAW

Sex Discrimination Acts 1975 1986 & Amendment Regulations 2008 and Gender Reassignment Regulations 1999

A person shall not be discriminated against related to their sex or that of another person. This protection applies equally to both men and women.

Equal Pay Act 1970 and Equal Pay (Amendment) Regulations 1983

(Part of the Sexual Discrimination Act)

Any person may claim that they should receive the same pay as a member of the opposite sex working in the same employment doing 'like work'. A claim may only be made in comparison to a member of the opposite sex.

Race Relations Act 1976

A person shall not be discriminated against on the grounds of their colour, race, nationality, or national or ethnic origin.



It is unlawful to discriminate during recruitment, promotion, transfer, training, benefits and dismissal. During recruitment, discriminatory practices may not be applied to advertisements, interview arrangements and the terms of employment as well as the refusal to offer employment.

As well as direct discrimination, it is also possible to indirectly discriminate against an individual. It can occur without an employer realising and could be unintentional. In the case of recruitment, if an advertisement specified a certain requirement that would mean that a smaller number of a particular race or sex could apply, it could be indirectly discriminating against that race or sex.

A person does not have to be an employee to be able to bring a claim on the grounds of sex or race discrimination. If someone thinks they have not been selected for an interview for employment purely on the grounds of their sex or their race, they may take a claim to an industrial tribunal.

However, it is lawful to specify a requirement for a particular race or sex during recruitment if it is necessary for the function or performance of the job. These are called Genuine Occupational Qualifications (G.O.Q's). The categories in the Race Act are authenticity and welfare, the Sex Discrimination Act also includes privacy and decency, single sex establishments, accommodation and private homes.

Changes can be made in the form of "positive action" to address imbalances in the workforce by minority groups. In recruitment, this could be achieved by advertising in publications aimed at a particular minority, however, you would also be required to advertise in other unbiased publications and the most suitable candidate must be chosen, regardless of race or sex. Interview times should be flexible to allow for possible childcare arrangements. Positive Action Training can also be offered to encourage minority groups to take advantage of opportunities in areas where they are notably under represented in the workforce. Organisations would need to assess the previous 12 months employment history in the proposed field to ascertain that there was an imbalance in employee diversity. The concept is to encourage minority groups to train and excel in fields that they might not feel are traditionally female,

male or a particular ethnic minority role. At all stages, opportunities should also remain open to all people to avoid positive discrimination, which is unlawful.

Disability Discrimination Act 1995

A person shall not be unjustifiably discriminated against on the grounds of their disability.

It is unlawful to discriminate during recruitment, promotion, training, benefits, terms and conditions and dismissal. The legislation applies to all employers regardless of size even if they are employed at different establishments.

The employer has a duty to make reasonable adjustments to enable a person with disability to be treated fairly and equally. The employer will only be warranted in treating an individual with a recognised mental or physical impairment less favourably if the treatment would have been justified even if a reasonable adjustment had been made.

An employer does not have to make a reasonable adjustment if it would contravene Health & Safety legislation.

Part-time Workers Regulations 2000

A part-time worker must not be treated less favourably than full-time workers engaged in the same or similar work.



The regulations are intended to ensure that the terms and conditions of service are equivalent to those given to full-timer within the same organisation.

Rehabilitation of Offenders Act 1974

The ROA was introduced to help restore the reputation of a person who has been convicted of an offence but has since stayed on the right side of the law.

It specifies the period of time that an offender is required to disclose previous convictions, including when applying for a job. For example, if someone is sentenced to 30 months or less in prison, he or she will be required to disclose their conviction for a period of up to 10 years from the date of the sentence. After 10 years the conviction will become 'spent' and would no longer need to be disclosed. Details of specific sentences are set out within the current Act. This period of time is known as a 'Rehabilitation period'.

It is unlawful for an employer to dismiss an employee on grounds of a conviction that has become "spent".

The Employment Equality (Age) Regulations 2006

It is unlawful to discriminate directly or indirectly against workers, employees, job seekers or trainees because of their age unless it can be objectively justified.