



Extract from Staff Handbook

Equal Opportunities

- 16.1 The Company is an equal opportunity employer and is fully committed to a policy of treating you (or job applicants) equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, and selection for redundancy and dismissal.
- 16.2 The Company will take all reasonable steps to employ, train and promote you on the basis of your experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the “protected characteristics”.
- 16.3 The Company will also take all reasonable steps to provide a work environment in which you are treated with respect and dignity and that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the “anti-harassment protected characteristics”.
- 16.4 You are all responsible for conducting yourself in accordance with this policy. The Company will not condone or tolerate any form of harassment, whether engaged in by you or by outside third parties who do business with the Company, such as clients, customers, contractors and suppliers.
- 16.5 You have a duty to co-operate with the Company to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the Company’s disciplinary procedure against anyone who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation.
- 16.6 Serious breaches of this equal opportunities statement will be treated as potential gross misconduct and could render you liable to summary dismissal. You should also bear in mind that you can be held personally liable for any act of unlawful discrimination.

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16.5 You should draw the attention of your line manager to suspected discriminatory acts or practices or suspected cases of harassment or bullying. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure. You should support colleagues who suffer such treatment and are making a complaint.

Direct discrimination

16.6 Direct discrimination occurs when, because of one of the protected characteristics, you (or job applicants) are treated less favourably than other employees (or job applicants) are treated or would be treated.

16.7 The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with which the job applicant or you are associated and not on the job applicant's or your own protected characteristic. In addition, it can include cases where it is perceived that you (or a job applicant) has a particular protected characteristic when in fact they do not.

16.8 The Company will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

Indirect discrimination

16.9 Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

16.10 Indirect discrimination occurs when there is applied to you (or a job applicant) a provision, criterion or practice (PCP) which is discriminatory in relation to your (or a job applicant's) protected characteristic. A PCP is discriminatory in relation to your (or a job applicant's) protected characteristic if:

16.10.1 it is applied, or would be applied, to persons with whom you (or the job applicant) does not share the protected characteristic

16.10.2 the PCP puts, or would put, persons with whom you (or the job applicant) shares the protected characteristic at a particular disadvantage when compared with persons with whom you (or the job applicant) does not have the protected characteristic.

16.10.3 it puts, or would put you (or the job applicant) at that disadvantage, and

16.10.4 it cannot be shown by the Company to be a proportionate means of achieving a legitimate aim.

16.11 The Company will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

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Recruitment, advertising and selection

- 16.12 The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. The Company is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.
- 16.13 Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from people with a particular protected characteristic.
- 16.14 However, where, having regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, the Company will apply that requirement to the job role and this may therefore be specified in the advertisement.
- 16.15 The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.
- 16.16 With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.
- 16.17 If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Terms of employment, benefits, facilities and services

- 16.18 All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Equal pay

- 16.19 The Company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to

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maintain a pay system that is transparent, free from bias and based on objective criteria.

Reporting complaints

16.20 All allegations of discrimination will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints of discrimination.

16.21 If you wish to make a complaint of discrimination, you should use the Company's grievance procedure.

This policy will be reviewed every 6 months by Quality Nominee.

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