

# Equal Opportunities Policy

## 1.0 INTRODUCTION

The Company is totally committed to the promotion of Equal Opportunities and ethical working practices amongst all directly and indirectly employed persons.

The aim of our Policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, sexual orientation, marital status, age, disability, gender re-assignment, pregnancy, religion or belief.

We believe our future depends on employing staff of the highest calibre and we should therefore recruit as widely as possible.

The Company will therefore provide equal opportunities in terms of recruitment, training and promotion.

The Company observes all recommendations as set out in the associated Codes of Practice for Employers and the ACAS Guidance Publications, thereby meeting all obligations under The Race Relations Act 1976 as amended by the Race Relations Act 2000, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Employment Equality [Religion and Belief] and [Sexual Orientation] Regulations.

## 2.0 SUPERVISION OF POLICY

M C S Rolls, Director, will be charged with the responsibility of monitoring the Policy.

Review Panel will comprise Nick Coley – Managing Director, M C S Rolls – Director, Office representative and Site representative. Changes to the Policy will be made to reflect changes in Legislation and a review will take place annually. Our Director, MCS Rolls, has responsibility for all employees training and is fully aware of the relevant Codes of Practice and their recommendations.

All managers shall be responsible for ensuring that:

- The Policy is made known to all employees.
- Disciplinary matters arising are dealt with promptly and fairly.
- Procedures are strictly followed.

## 3.0 AIMS

The main aims of the Policy are as follows:

- To make a clear and open statement of our commitment to provide equal opportunity to all.
- The Company undertakes to discuss with Trade Unions and/or employee representatives the Equal Opportunities Policy.
- All employees will be informed of the Company Policy on Equal Opportunities.

Approved by Nick Coley, Managing Director  
April 2009



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- The Company will give guidance on the law, all Company Policies and on avoiding discrimination to all those who make employment, training or promotion decisions.
- A regular review of the processes and criteria will be carried out to ascertain whether or not it is discriminatory and this will be changed if required.
- The Company intends to develop an equality monitoring system.
- Deliberate acts of discrimination will be treated as a disciplinary offence.

## 4.0 RECRUITMENT

### JOB DESCRIPTION

Each job will have a general job description which can be varied subject to management discretion. Any subsequent selection test will be on relevant tasks to be performed under the Job Description.

### ADVERTISEMENTS

All advertisements will be free of any reference to race, colour, nationality, ethnic or national origins, sex, sexual orientation, marital status, age, disability, gender re-assignment, pregnancy, religion or belief. [In the case of disability there may be circumstances where a reasonable adjustment cannot be made]. All vacancy advertisements will make clear that the Company is an Equal Opportunities employer and shall be advertised in either/or Job Centres, Careers Offices, Employment Agencies, Local Newspapers, etc.

Employment Agencies should ensure that procedures for processing applicants are based solely on objective criteria and job specifications. They should confirm compliance with the Race Relations Act 1976, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Employment Equality [Religion and Belief] and [Sexual Orientation] Regulations.

### INTERVIEWING

Interviews should be by two senior members of staff and accurate records taken and maintained.

Staff responsible for interviewing will be trained to ensure that no element of discrimination affects their decision.

Questions for interview should be agreed in advance and all applicants should be questioned on the same areas.

There should be a section on the application form for candidates to voluntarily indicate race, gender or any disability.

## 5.0 TRAINING AND STAFF DEVELOPMENT

The Company will ensure that all employees are familiar with training opportunities that exist within the Company, and that these opportunities are open to all.

Training proposals may come from the management, the individual or employee representatives.

Detailed records of training will be maintained.

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## 6.0 SITE OPERATIVES

All sub-contractors will be expected to comply fully with all of the Company's Policies.

Equal Opportunities Signage should be displayed at all offices/sites.

## 7.0 PROMOTIONS

All employees within the Company performing their jobs satisfactorily will be considered eligible for promotion, subject to their meeting the requirements of the higher post.

Employees will be given the opportunity to be regularly appraised on performance through Personal Development # Reviews [PDR's] which will be undertaken annually.

Detailed records of PDR's will be kept.

## 8.0 TERMS OF EMPLOYMENT

The Company will keep under constant review its Terms and Conditions of Employment to ensure that no group of employees are discriminated against within the operational requirements of the Company.

Specific consideration will be given to the following:

- Maternity breaks.
- Career breaks and leave.
- Leave for care of sick dependants.
- Flexibility of working hours.
- Religious breaks and leave.

## 9.0 DISCRIMINATION

Any practices of direct or indirect discrimination are not justified and will not be tolerated.

### NOTES

**Direct Discrimination** occurs when someone is treated less favourably solely because of their race, sex, religion, belief or sexual orientation.

**Indirect Discrimination** occurs when a criteria, provision or practice causes disadvantage to an individual because of their race, sex, religion, belief or sexual orientation and when the criteria, provision or practice is not a proportionate means of achieving a legitimate aim.

**Harassment** on the grounds of disability, race, sex, religion, belief or sexual orientation is unlawful. The definition of harassment is: When a person [or persons] engages in conduct towards another person [or persons] which has the effect of either violating the other's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other person [persons].

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**Pressure to discriminate** occurs when an individual or a group of individuals make it known that they will not accept someone or work with someone solely because of the race sex, religion, belief or sexual orientation of that person. This is unlawful.

**Instructions to discriminate** occurs when anyone gives specific instructions to another to make an unfair decision based on race sex, religion, belief or sexual orientation. This includes giving instructions to an Employment Agency or Jobcentre which are discriminatory. Pressuring or instructing others to discriminate is an unlawful act in its own right and it is also unlawful to act accordingly. The law does not accept 'pressure' or 'instructions' as a defence.

**Victimisation** of any individual or groups who have made allegations or complaints of discrimination or provided information about such discrimination is unlawful.

## 10.0 DISCIPLINARY AND GRIEVANCE PROCEDURES

Any employee who considers he or she has been discriminated against [either directly or indirectly] should raise this through the Company's Grievance Procedures.

## 11.0 DOCUMENTATION

All employees have been made aware of and issued a copy of all of the Company's Policies. Copies will be displayed on the Company's notice board and on the Company's web-site.

## 12.0 ADVICE, GUIDANCE AND CONTACTS

The Company has been approved as reaching the Common Standard for Council Contracts which has been established by the West Midlands Forum.

Should you require any additional advice on Equal Opportunities within the Company please contact any of the following:

R W Morris	- Managing Director
M C S Rolls	- Chairman & Director
W L Munn	- Group Best Practice Director

Copies of Information Codes and other guidance material can be obtained from:

The Commission for Racial Equality (CRE)  
3rd Floor  
Lancaster House  
67 Newhall Street  
Birmingham B3 1NA

Tel: 0121 710 3000

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ACAS West Midlands[Helpline]

Tel: 08457 47 47 47

Birmingham Racial Action Partnership

Tel: 0121 695 2486

Coventry Racial Equality Partnership

Tel: 024 7663 2236

Dudley Racial Equality Partnership

Tel: 01384 456 166

Sandwell Ethnic Minorities Umbrella Forum

Tel: 0121 569 3832

Redditch Community Relations Council

Tel: 01527 64252

Walsall Strategic Racial Equality Partnership

Tel: 01922 654 705

Wolverhampton Racial Equality Partnership

Tel: 01902 572 046

Derby Race Equality Council

Tel: 01132 372 428

Nottingham Race Equality Council

Tel: 0115 958 6515

Leicester Race Equality Council

Tel: 0116 299 9800

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