



## Equal Opportunities and Diversity Policy

### Equal Opportunities and Diversity Statement

TJ Evers are committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

TJ Evers will follow the recommendations of the Statutory Codes of Practice of the Equality & Human Rights Commission, in all its employment policies, procedures and practices in respect of Equality Act 2010.

<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/>

### Equal Opportunities Policy

The aims of this Policy are to ensure that:

- No-one receives less favourable treatment, on grounds of a 'protected characteristic'- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- The organisation is free of unwanted conduct that violates the dignity of works or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training and access to benefits, facilities and services, will be fair and equitable, and based solely on merit

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the Policy into practice and make sure that it is achieving its aims:

- The Policy will be a priority for the organisation.
- The Director will be responsible for the day-to-day operation of the Policy.
- The Policy will be communicated to all workers and job applicants, and will be placed on the company's intranet and website.
- Workers and their representatives and trade unions will be consulted regularly about the Policy, and about related action plans and strategies.
- All workers will be trained on the Policy, on their rights and responsibilities under the Policy, and on how the Policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.

- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
- Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief.
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities within the organisation.
- Selection criteria will be entirely related to the job or training opportunity.
- We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
- We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.
- To ensure that the organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment, the company's policy is as follows:

#### Discrimination

It is not permitted for any individual to be treated less favourably or placed at a disadvantage on the grounds of his or her:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race including colour, nationality, ethnic/national origin
- Religion or belief
- Sex
- Sexual orientation

It is also prohibited to treat any individual less favourably because they are engaged on a fixed-term or part-time contract.

Any kind of discrimination that is based upon a perception of an individual's sexual orientation, religion or religious or similar philosophical belief, even if that perception is incorrect, is not permitted.



## Harassment

All individuals have the right to work in an environment that is free from any form of harassment.

Harassment is unwanted and offensive conduct which can take any form, including physical contact, jokes, offensive language, gossip, slander, posters, graffiti, obscene gestures, offensive emails, screen savers, and/or intrusion of pestering, spying or stalking.

In particular, conduct that relates to the protected characteristics is strictly prohibited, and any person found to be responsible for such harassment will be subject to the company's disciplinary procedure.

## Victimisation

Any individual who does make a legitimate complaint of discrimination can do so in the confidence that they will not be subject to victimisation. Any such victimisation will in itself constitute a disciplinary offence and could result in dismissal.

## Reasonable Adjustments

Such adjustments as are reasonable and practicable will be made to ensure that a disabled individual is not treated less favourably or otherwise discriminated against in any way.

If an employee suffers from, or suspects he/she might suffer from a disability that person should advise so that the company can consider if adjustments can be made to ensure that person is not disadvantaged. If an employee has any suggestions in this respect the company will be happy to consider and discuss them with that person.

## Complaints of Discrimination

If an employee wishes to complain about an act of discrimination or thinks that there are acts of discrimination being carried out, that person should make a complaint under the company's grievance procedure which is available from Mr Alan Evers (HR Director). Any complaint will be dealt with in the strictest confidence.

- Information on the ethnic and racial background, gender, disability and age of each worker and applicant for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity, information about the religious beliefs and sexual orientation of employees may also be monitored.
- If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action, training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religious beliefs and sexual orientation.

- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.
- TJ Evers will ensure that all sub-contractors adhere to the requirements of this Policy.
- The effectiveness of the Policy will be monitored regularly and a report will be published via the company intranet where appropriate.
- Customers and clients will be made aware of the Policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

Signed:	<i>MJ Denney</i>
On behalf of TJ Evers Ltd	
Date:	18.12.2018