



EQUAL OPPORTUNITIES POLICY

TENNALS GROUP LIMITED

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1) Introduction

1.1 The Equality Act 2010 legally protects people from discrimination in the workplace and also in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.

Before the ACT came into force, there were several pieces of legislation to cover discrimination including

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995

The Company recognises the need for an Equal Opportunities Policy and for that policy to be implemented effectively.

1.2 The purpose of this document is to prevent discriminatory practices happening within the Company and to promote equality of opportunity. Breaches of this Policy will lead to disciplinary proceedings and if found appropriate, full disciplinary action.

1.3 This policy should be communicated to all staff and it is the Manager's responsibility that all reasonable steps be taken to ensure that the policy is carried out effectively.

1.3.1 The policy will be communicated to new employees on initial induction and at appropriate training sessions.

1.4 It is recognised that equality of opportunity can only work fully where it is completely accepted by the Company and its employees. Acceptance of this should lead to optimum use of talents, skills and knowledge, enhancing the services provided by the Company.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

2) Policy Statement

2.1 Tennals Group Limited is an Equal Opportunities Employer.

No job applicant, employee, worker or official visitor is discriminated against, either directly or indirectly on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy, or maternity, race, colour, religion or belief, sex or sexualorientation. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equality of opportunity within the company's service and will be encouraged to progress within the organisation.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with ethnic records of job applicants and existing employees.

The company is committed to a programme of action to make this policy fully effective.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

3) Responsibility for Implementing the Equal Opportunities Policy

3.1 The Company's Responsibility

3.1.1 The Company has a legal obligation to ensure that its members and employees do not discriminate on the grounds of gender, marital status, age, race, colour, nationality, ethnic or national origins, religion, creed, disability, sexual orientation or offenders with spent convictions.

3.1.2 The Company, as an employing organisation, has a responsibility to fully comply with the provisions of the Sex Discrimination Act 1975 (as amended), the Disability Discrimination Act 1995 (as amended), the Race Relations (Amended) Act 2000, the Equal Pay Act 1970 (as amended), the Equality Act 2010 and the Rehabilitation of Offenders Act 1974, together with any amendments to these Acts and other relevant legislation and guidance.

3.1.3 The Company's responsibilities will be carried out by the introduction and implementation of policies and procedures covering recruitment and selection, training and other policies as are appropriate and by monitoring. There is also a responsibility for managers to develop positive policies to promote equal opportunity in employment.

3.1.4 The Company shall ensure that its managers are equipped to carry out its Equal Opportunity Policy providing adequate training in appropriate skills.

3.1.5 The Company considers that instances of discrimination, harassment or victimisation on the grounds outlined in 3.1.1 are disciplinary offences and will be dealt with under the Company's disciplinary procedure.

3.1.6 The Company has the responsibility to ensure that its employees who feel they have been the victims of discrimination, harassment or victimisation have the opportunity to complain about such behaviour. This right will be exercised through the Company's grievance procedure.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

3.2 The Employee's Responsibility

3.2.1 Individual employees at all levels have a responsibility to ensure that discriminatory practices are not carried out either by themselves or by the staff within their management.

3.2.2 Each employee has a responsibility for implementing the policies and procedures of the Company so that good Equal Opportunities practices are carried out.

3.2.3 Individual members of staff, particularly Managers and Supervisors involved in the recruitment and selection of staff, have a responsibility to attend training organised by the Company so that they possess the necessary skills and knowledge to implement good Equal Opportunities practices.

3.2.4 Employees who are involved in discriminatory practices or actions are liable to disciplinary action under the Company's disciplinary procedure. They may also be liable to prosecution under the Sex Discrimination Act 1975 (as amended), the Race Relations Act 1976 (as amended) or the Rehabilitation of Offenders Act 1974.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

4.0 Implementation of the Policy

4.1 Recruitment and Selection

4.1.1 The intention of the recruitment procedure is to ensure the most appropriate response to any employment vacancies in the Company. All vacancies will therefore be advertised within the Company internally and will also be advertised externally in the local job centre and if necessary in the local press.

4.1.2 All job advertisements will carry the following statement:

"THE COMPANY IS AN EQUAL OPPORTUNITIES EMPLOYER"

4.1.3 The selection procedure is of crucial importance and must be carried out according to objective, job related criteria.

4.1.4 The Company will produce a set of Recruitment and Selection Guidance notes for managers to assist them in implementing good practices.

4.1.5 The Company will endeavour, through appropriate training, to ensure that employees making selection decisions will not discriminate in making those decisions.

4.1.6 Managers involved in shortlisting and selection of staff will be required to record reasons for selection and rejection at each stage of the process.

4.1.7 In certain circumstances there may be genuine occupational qualifications (GOQs) which fairly and justifiably restrict the employment or persons of a particular sex, race or religion. Where it is considered that such qualification may apply, advice may be sought from the HR Manager.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

4.2 Training, Promotion and Career Development

4.2.1 Training will be provided to enable all staff to perform their jobs effectively and where possible to pursue appropriate career development opportunities.

4.2.2 Certain groups of staff, such as women returning to work after a career break, are sometimes unable to progress because of professional or technical advances which have occurred during their absence. In such cases, the organisation will attempt to provide appropriate training to afford these groups equal opportunity for promotion and career development.

4.2.3 Age limits for entry to training shall not be unnecessarily restrictive so as to exclude certain groups of staff.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

4.3 Conditions of Service

4.3.1 Terms and Conditions of Service should be applied fairly to all employees to avoid discrimination against any particular group.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

4.4 Monitoring

4.4.1 A system will be introduced so that the progress of this policy may be monitored.

4.4.2 Regular monitoring of the numbers of applicants from different ethnic groups will be carried out.

4.4.3 The results of monitoring will be reviewed annually to assess the effectiveness of the implementation of Equal Opportunities policy. If necessary, in the light of this assessment, adjustments will be made to the policy to ensure that equal opportunities are available to all staff and job applicants.

4.4.4 If evidence is found which suggests that the policy is ineffective or is not being implemented properly, this will be investigated and appropriate action taken.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

5) People with Disabilities

5.1 Since the Disability Discrimination Act 1995 it is unlawful to discriminate against a disabled person by refusing to offer employment on grounds of disability to refuse access to training and promotion because of disability.

5.2 Managers will be required to ensure that they do not specify unnecessary physical criteria when recruiting and selecting staff which would discriminate against people with disabilities.

5.3 Consideration will be given by managers with responsibility for recruitment and selection of staff as to ways in which the working environment may be adapted on order to facilitate the employment of people with disabilities.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

6) Discipline and Grievance

6.1 Discipline

6.1.1 All instances of discrimination, abuse or harassment will be treated as disciplinary offences and will be dealt with under the Company's disciplinary procedure.

6.1.2 If an employee takes action in good faith against the Company under the Sex Discrimination Act 1975 (as amended), the Race Relations Act 1976, or complains about discrimination, they shall not for that reason receive less favourable treatment than any other employee, for example, by being subjected to disciplinary action.

6.1.3 Managers must take particular care to deal effectively with all complaints of discrimination, abuse, harassment or victimisation. It should not be assumed that such complaints are made by those who are over-sensitive, and all such complaints must be taken seriously.

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

6.2 Grievance

6.2.1 All employees have the right to seek redress for their grievances through the Company's procedure.

6.2.2 Complaints will normally be processed through the agreed grievance procedure. It is recognised, however, that employees often find it difficult to approach their immediate manager in cases involving discrimination or harassment. It is also recognised that the complaint may be against the immediate manager. The first point of contact in incidents of this nature will therefore be the HR Manager.

6.2.3 In the case of HR staff wishing to process a complaint, and not wishing to approach their immediate manager, the first contact should be the Managing Director. In such instances, the Managing Director, who is the first point of contact, should take advice from a Director familiar with HR not connected with the alleged incident.

6.3 It is unlawful to victimise any individual who has pursued a case, complaint or allegations of discrimination by:

- (i) disciplining them
- (ii) dismissing them
- (iii) transferring them (unless at the request of the victim)
- (iv) subjecting them to any other detriment (e.g. moving them to a lower paid status)

TENNALS GROUP LIMITED

EQUAL OPPORTUNITIES POLICY

7) Implementation of the Policy

7.1 Responsibility for implementing and monitoring the Equal Opportunities Policy shall rest with the Board of Directors. Each manager throughout the Company shall have responsibility for ensuring that the provisions of the policy are carried out within their department.

7.2 Supplementary positive action will be considered, such as the introduction of a job-share scheme, flexible working hours, part-time working, etc., so that traditionally under-represented groups may be attracted to the Company.

7.3 The Equal Opportunities Policy will be periodically reviewed to ensure that it continues to reflect good practice and is amended as appropriate.

(Reviewed Jan 2020 - Version 20.0)

SIGNED



Director

DATE: 07/01/2020.....