


CORPORATE DOCUMENT			
	Controlled		Effective Date: 02/2020
			Owner: Colin Edge
Review Date:	02/2021	Related Docs:	Anti-Harassment Policy Disciplinary, Dismissal & Grievance Procedure Time off for Dependants Policy
EQUAL OPPORTUNITIES POLICY			

It is the policy of Anderselite (“the Company”) to provide equal opportunities in employment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins (potentially including caste)), religion or religious or philosophical belief, sex or sexual orientation and any other characteristics protected by law. In this Policy, these are called the ‘Protected Characteristics’.

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

The Company’s policy is to treat all employees with respect and dignity, and to ensure that employees are not victimised or subjected to harassment or discrimination on the grounds outlined above, or similar inappropriate conduct.

All allegations of discrimination or harassment, or similar conduct, will be thoroughly and promptly investigated. Where allegations are substantiated, appropriate disciplinary action up to and including dismissal will be taken against any person responsible.

This policy does not form part of any employee's contract of employment and we may amend it at any time.


Eliminating Discrimination

The Company and its employees must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

The following forms of discrimination and similar acts of inappropriate conduct are prohibited under this policy and are unlawful:

(a) **Direct discrimination:** Direct discrimination occurs when an individual is treated less favourably because of a protected characteristic. Treating someone less favourably means treating them badly in comparison to others that do not have that protected characteristic. (b) **Indirect discrimination:** Indirect discrimination occurs when a provision, criterion or practice (PCP) is applied but this results in people who share a protected characteristic being placed at a disadvantage in comparison to those who do not have the protected characteristic. If the PCP can be objectively justified it will not amount to discrimination. (c) **Harassment:** Under the Act, harassment is defined as unwanted conduct that relates to a protected characteristic which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. This includes unwanted conduct of a sexual nature.

(d) **Victimisation:** Under the Act victimisation occurs when an individual is treated unfavourably because he/she has done a ‘protected act’ which is bringing a claim for unlawful discrimination or raising a grievance about discrimination or giving evidence in respect of a complaint about discrimination. (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

CORPORATE DOCUMENT			
	Controlled		Effective Date: 02/2020
			Owner: Colin Edge
Review Date:	02/2021	Related Docs:	Anti-Harassment Policy Disciplinary, Dismissal & Grievance Procedure Time off for Dependants Policy
EQUAL OPPORTUNITIES POLICY			

Recruitment

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

Disabilities

If you are disabled or become disabled and require reasonable adjustments, you can inform the Human Resources Department about your condition so that we can consider what reasonable adjustments or support may be appropriate.

We will make reasonable adjustments when possible to our standard working provisions, criteria or practices, or to physical features of the workplace, to ensure that a disabled employee is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Part-time and fixed-term employees

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.


Gender Reassignment

We recognise that any employee or worker may wish to change their gender during the course of their employment with the Company. Anderselite will support any employee or worker through the reassignment.

We will make every effort to try to protect an employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

Where an employee is engaged in work where the gender change imposes genuine problems we will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.

Any employee or worker suffering discrimination on the grounds of gender reassignment should have recourse to the Company's Disciplinary, Dismissal & Grievance Procedure.

CORPORATE DOCUMENT			
	Controlled		Effective Date: 02/2020
			Owner: Colin Edge
Review Date:	02/2021	Related Docs:	Anti-Harassment Policy Disciplinary, Dismissal & Grievance Procedure Time off for Dependents Policy
EQUAL OPPORTUNITIES POLICY			

Recruitment of Ex-Offenders

Where Anderselite has registered with the Disclosure and Barring Service (DBS) and has the authority to apply for a criminal record checks on an individual because they are working with children or vulnerable adults or both, we will comply with the DBS's Code of Practice which includes having a policy on the recruitment of ex-offenders.

Breaches of this Policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination or similar inappropriate conduct, you can raise the matter through our Grievance Procedure. To the extent possible, complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for raising, in good faith, complaints of discrimination or related conduct or issues. In view of the sensitivity of this subject, if preferred, you can approach the Executive Director or the Group HR team rather than your immediate Manager. In either case, to the extent possible the matter will be treated as confidential.

The Company will not permit retaliation against any individual who, in good faith, reports a suspected violation of this policy.

Monitoring

The Company will, from time to time, review this Equal Opportunities Policy and progress in achieving its objectives. Where barriers to equal opportunities are identified, any necessary changes will be made to this Policy.

Every employee has an individual responsibility to help meet the requirements of this policy. All are invited to contribute ideas for better practice, through their Manager or directly to myself.



Colin Edge (Executive Director)
Anderselite Limited

Date 11th February 2020