

Statement of Compliance with Equality Act 2020

The following document is an excerpt from the Company Employee Handbook. The Company has complied and will continue to comply with the Equality Act 2010 as set out below.

Equal opportunities

The Company is committed to the principle of Equal Opportunity in employment and opposes discrimination on the grounds of colour, race, nationality, ethnic or national origins, religion, sex or marital status, disability, Trade Union membership/non-membership, sexual orientation and gender reassignment.

The practical application is reflected in the Company's recruitment and employment policies and procedures, which are designed to provide fair and equitable treatment for individuals, ensuring no misuse or waste of human resources.

Recruitment, Selection and Promotion

The Company's recruitment, selection and promotion procedures and criteria are designed to ensure that no candidate for a job is discriminated against on the grounds of colour, race, nationality, ethnic or national origins, religion, sex or marital status, disability, Trade Union membership/non-membership, sexual orientation and gender reassignment. The suitability of candidates is based purely on their relative merits and abilities. The procedures promote an environment, which enables the business to embrace the widest possible sources of talent.

Training

The Company recognises that to develop employees to their full potential appropriate training is essential. Selection procedures for Company training opportunities, whether for current or new employees including young persons, will ensure that no person is discriminated against because of colour, race, nationality, ethnic or national origins, religion, sex or marital status, disability, Trade Union membership/non-membership, sexual orientations and gender reassignment.

Grievance Policy and Procedure

We always encourage informal communication in trying to resolve problems between employee and management. However, on occasion, it may be necessary to invoke formal procedures.

The Grievance Procedure exists to allow individual employees to voice any area of concern relating to their employment. Details can be found in section 2.11

Any complaints or discrimination, victimisation or harassment should be dealt with through the Company's grievance procedure.

In all circumstances where the allegations are proven, the offender(s) will be dealt with according to the Company's disciplinary procedure.

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Disciplinary offences for race discrimination may result in dismissal.

Responding to the grievance.

Most grievances are most effectively resolved informally, by the worker discussing the problem with his or her line manager. This informal approach can lead to a speedy resolution of the problem. As soon as the complain is put in writing however, we will follow the Company's grievance procedure.

Disabled Persons

This policy aims to summarise the background to the employment of disabled people, outlining the services and facilities available both to managers and individual employees. The Company is concerned with:

- promoting positive attitudes towards disabled persons, ensuring that there is no unlawful discrimination against or harassment of disabled people related to their disabilities.
- promoting quality of opportunity between disabled persons and other persons, including encouraging disabled persons to participate in public life.
- taking steps to take account of disabled persons' disabilities,

The Company wishes to ensure that disabled people receive equal opportunity in employment and all officers of the Company are required not to preclude individuals for consideration for employment merely because of their disability. Every effort must be made to explore ways of accommodating disabled people who are able to make a valuable contribution to the work of the Company. Individual employees at all levels should co-operate with the measures taken in enabling a disabled person to settle into a job and in helping them to cope with every aspect of it.

Aims

The Company aims to ensure that:

- steps are taken to raise the awareness of disability throughout the organisation, particularly targeting all staff involved in recruitment and selection process.
- all reasonable steps are taken to ensure that the working environment does not prevent disabled people from taking up positions for which they are suitably qualified.
- recruitment procedures are reviewed and developed which encourage applications from and the employment of people with disabilities.
- steps are taken to ensure that disabled people have the same opportunities as other staff to develop their full potential within the organisation.
- any employees who become disabled will be given the fullest support to maintain or return to a role appropriate to their experience and abilities.
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Responsibilities

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Employees of the Company must not unlawfully discriminate or help another person discriminate against current or prospective employees with disabilities because of a reason relating to their disability.

Unlawful discrimination occurs when a disabled person is treated less favourably than someone else. There are several forms of discrimination that are unlawful under the Act as follows:

An employer's treatment of a disabled person amounts to direct discrimination if:

- it is on the grounds of his/her disability
- the treatment is less favourable than the way in which a person not having that particular disability is (or would be) treated and
- the relevant circumstances, including the abilities of the person with whom the comparison is made are the same as, or not materially different from those of the disabled person.
- such treatment cannot be justified.
- failure to comply with a duty to make reasonable adjustments, which amounts to discrimination in its own right and cannot be justified.

Victimisation

The Company will not for a person to ('the victim') less favourably than he/she treats or would treat other people in the same circumstances because the victim has:

- brought or given evidence or information in connection with proceedings under the Act (whether or not proceedings are later withdrawn).
- done anything else under or by reference to the Act, or
- alleged someone has contravened the Act (whether or not the allegation is later dropped).
- because the person believes or suspects that the victim has done or intends to do any of these things.

In relation to recruitment and retention of staff, any employer who subjects a disabled person to harassment for a reason which relates to his/her disability will be subject to the Company's disciplinary Procedure.

Harassment occurs where, for a reason which relates to a person's disability, another person engages in unwanted conduct which has the purpose or effect of violating the disabled person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment (also see the Company's Bullying and Harassment Policy).

Appropriate Officers must also be prepared to make reasonable changes to the premises or employment arrangements, if these substantially disadvantage a disabled employee, or prospective employee, compared to a non-disabled person. (See below for examples)

Unlawful discrimination against a disabled person may result in the implementation of the disciplinary procedure.

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Recruitment

All Company vacancies will be open to suitably qualified disabled persons, subject to safety considerations. All disabled applicants who meet the minimum criteria for selection will normally be invited for interview. The Selection Process should not favour people without disabilities. Reasonable adjustments should be made to accommodate individual needs of disabled applicants.

The Company must not Discriminate against disability at the point of selection and against Company Policy, unless it can be justified on substantial grounds.

- the company may make reasonable adjustments so as not to disadvantage a disabled applicant. These could include such things as:
 - job restructuring
 - making adjustments to premises
 - altering working hours
 - assigning the disabled person to a different place of work
 - acquiring or modifying equipment
 - modifying instruction or reference manuals

Consultation with a disabled applicant about the nature of their disability and their needs for overcoming any disadvantages will be appropriate before a decision is finally made about appointment. However, there will be times when having considered what reasonable adjustments could be made there remains a substantial reason for not appointing on the grounds of a disability.

Where additional funding is required to make an adjustment, financial assistance may be available and these possibilities must be explored before rejecting on the grounds of unreasonable cost.

Retention

The duties and working conditions of disabled employees will be reviewed periodically in the light of any changes in their condition with the view to assessing whether any reasonable adjustments are necessary. This might be done through the line manager or through Occupational Health. Having been through this process, if a disabled employee is unable to continue in the existing post, suitable alternative employment will be sought in the first instance. A representative from Employment Services will work with the manager to find a solution.

Consideration can be given to:

- whether the employee can continue in the same or a similar job
- whether any reasonable adjustments can be made to allow that person to continue in the same/similar job, for example, allocating some of the disabled employee's duties to another person, agreeing to flexible working.

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- the type of job that might be suitable if continuing in the same job is not possible.
- what steps may be necessary to enable an employee to transfer to a new post, including: reference if appropriate to the Company's own Occupational Health Services, additional supervision/training. Whilst it is unnecessary to create a new role for the disabled employee, if there is a vacancy for which the employee would be suitable, then generally he/she should be transferred into that role without the necessity of competitive interview.

The Company would not consider dismissal as an appropriate course of action until all the above steps have been properly considered and documented. Fulfilling the requirement to make reasonable adjustments where possible is key in determining whether any dismissal is ultimately reasonable in all the circumstances.

Employees who become disabled whilst in the employment of the company

If an employee becomes disabled in accordance with the Act, for example through an accident and is absent from work or if they remain at work and their disability develops progressively, then the Occupational Health Department/manager/Employment Services will maintain regular contact with the employee to monitor progress and, at an appropriate stage, consider possible courses of action and the effect which any disability might have on future employment.

In every case involving long-term sickness absence or persistent intermittent absences, it will be necessary to determine whether an employee is in fact disabled under the terms of the Act.

The decision is not a purely medical one; Employment Services will need to apply the definition from the Act taking into account the medical evidence.

Special precautions may be necessary to ensure that a person's disability does not create any hazard either for the individual concerned or for others.

What should you do if you believe you are disabled?

We believe that in some cases it will be readily apparent which of our employees, or those people who apply for work, are disabled people. Once we are aware that someone has a disability we can discuss the practical effect of that disability with them and how they may be overcome.

In certain circumstances, however, it will not be apparent that someone has a disability and if we are unaware of someone's disability we cannot offer them the same help and assistance.

If, therefore, you believe you have a disability and you would like to discuss, in the strictest confidence, how we might be able to help you, then please contact . As a part of a discussion we can consider what are

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known as “reasonable adjustments” which are explained below.

Reasonable Adjustment

Under the Disability Discrimination Act 2004 we have a duty to undertake what are know as ‘reasonable changes’ to the physical features of our premises and/or to any work arrangements we make, or which are made on our behalf, either during recruitment or employment which cause a disabled person a substantial disadvantage when compared to another person.

We will do all we can to comply with this duty and we will discuss any such adjustments with the disabled person to ensure their needs are met.

We will therefore review our employment practices and take all reasonable steps to ensure that our working environment, or any employment arrangements, does not prevent disabled people either from taking up a position for which they are suitably qualified or from pursuing their career with us.

Recruitment Procedures

During job interviews we will only seek information about a candidate’s disability if it is, or may be, relevant to the person’s ability to do the job – after a reasonable adjustment, if necessary.

Medical Examinations

As part of our occupational health screening programme, we will expect people with disabilities to undergo a medical examination in the same way as all other employees are asked to undertake such medicals.

Support if you become disabled

We will provide any employee who becomes disabled with the fullest support, including making reasonable adjustment, to maintain, or return to a role appropriate to their experience and abilities within the Company.



Signed.....

S Kuligowski

