

# EQUAL OPPORTUNITIES POLICY

## INDEX

<u>INDEX</u>	<u>SECTION</u>
1	Introduction
2	Definitions
3	General Statement of Policy
4	Possible Pre-conception
5	Employment
6	Training
7	Terms & Conditions of Services and Facilities
8	Reverse Discrimination
9	Monitoring
10	Grievance

## **1 Introduction**

- 1.1 This document sets out the Organisation's equal opportunities policy and it is to be implemented by all managers.
- 1.2 The Organisation will ensure that the recommendations in the Codes of Practice issued by the Commission for Racial Equality, the Equal Opportunities Commission and the National Disability Council are closely followed.
- 1.3 The policy shall apply to HVAC Electrical Engineering staff.

## **2 Definitions**

- 2.1 In this policy 'discrimination' means discrimination where a person is treated less favourably on grounds of sex, sexual orientation, marital status, disability or race, as defined in the Sex Discrimination Act 1975, the Race Relation Act 1976, or the Disability Discrimination Act 1995
- 2.2 In this policy 'indirect discrimination' means that an unjustifiable requirement or condition is applied equally to all persons, but has a disproportionately adverse effect on a person or group of people because of their sex, sexual orientation, marital status, disability, colour, race, nationality, or ethnic or national origin.
- 2.3 In this policy 'Organisation' means C. T. Electrical Contractors Ltd. Or its management team acting on behalf of the Organisation.

## **3 General Statement of Policy**

- 3.1 The Organisation recognises that it is in its own interests as well as in the interests of its employees, that full utilisation is made of the skills of the total workforce and that discrimination is unacceptable.
- 3.2 All members of staff employed by the Organisation and all applicants for employment, shall be afforded equal opportunity in employment, irrespective of their sex, sexual orientation, marital status, disability, race, religion, creed or colour. The Organisation is committed not only to the letter of the law, but also to the promotion of equality of opportunity in all fields.

3.3 Operation of recruitment, training and promotion policies to all individuals will be on the basis of job requirements, and the individual's ability and fitness for work.

3.4 Staff employed by the Organisation shall be made aware of the provisions of this policy.

## **4 Possible Pre-conceptions**

4.1 In the application of the equal opportunities policy, it is essential that managers guard against discrimination based on possible pre-conceptions that individuals, because of their sex, sexual orientation, marital status, disability or race possess characteristics which would make them unsuitable for employment.

4.2 Requirement which are imposed by management for convenience rather than out of necessity, and which affect certain groups more than others, may effectively result in indirect discrimination, and shall be removed.

## **5 Employment**

5.1 All applicants for posts with the Organisation shall be given as much clear, accurate information about the posts in advertisements, job descriptions and interviews to enable them to gauge their suitability for a post

5.2 Recruitment literature shall not imply that there is a preference for one group of applicants (e.g. by use of photographs of only members of a certain racial group/sex), unless there is a genuine occupational qualification, which limits a post to a particular sex, or racial group, in which case this must be clearly stated. However, in accordance with section 48 of the Sex Discrimination Act 1975, and section 38 of the Race Relations Act 1976, the Organisation may encourage racial group or sex to apply for vacancies where, during the previous 12 months, the proportion of persons of that group working in the department/workplace is small in comparison with the proportion of persons of that group either employed by the Organisation there, or among the population of the area from which the Organisation normally recruits to that department/workplace. But, after encouraging such applications, each candidate must be considered on his/her merits and suitability for the post and their membership of an under-represented group shall not influence the appointment.

5.3 Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as possible.

5.4 All applicants shall be informed that the Organisation encourages equal opportunities and operates an equal opportunities policy.

5.5 All personnel specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job, as requirements that are convenient rather than necessary may be discriminatory.

5.6 Application forms shall be clear as possible and shall not be used as a test of literacy where this is not a requirement of the job.

5.7 All interviews shall be thorough, conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to fulfil the job requirements. It is not discriminatory to ask questions about such matters as applicant's home commitments, but where such questions are asked it is important to explain the reasons for asking them and to ask them in a way which they can reasonably be answered and to ask similar questions of all candidates, and to relate the answer purely to the job requirements.

5.8 All staff shall be encouraged to discuss their career prospects and training needs with their immediate superior.

5.9 Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.

5.10 The Organisation shall not discriminate based on sex, sexual orientation, marital status, disability or race in the allocation of duties or shifts between staff employed on the same grade with the same job descriptions, except where such duties are specifically covered by the Factories Act 1961.

5.11 All employees shall be given a copy of the statement of the Organisations policy.

## **6 Training**

6.1 It is the policy of the Organisation that it will not discriminate in the provision of training courses.

6.2 Appropriate training shall be provided to enable staff to perform their jobs effectively. Such training shall make provision, where necessary, for individuals returning to work following a break for domestic reasons.

6.3 In accordance with Section 48 of Sex Discrimination Act 1975 and Section 38 of the Race Relations Act 1976, members of a particular group will be encouraged to take advantage of training opportunities where there is evidence that the previous 12 months the proportion of persons of a particular sex or racial group working in a particular department/workplace is small in comparison with the proportion of persons of that group either employed by the Organisation there, or among the population of the area from which the Organisation normally recruits to the department/workplace.

6.4 All staff involved in interviewing shall be trained to ensure that selection is made on an objective basis.

6.5 All key personnel involved in management, selection and dealing with the public shall be given training and guidance in the law, the organisation's policy, their own personal liability under the law and the nature of discrimination.

## **7 Terms and conditions of Service and Facilities**

7.1 Terms and Conditions of Service will be applied equally to all groups of staff.

7.2 The Organisation shall not discriminate based on sex, sexual orientation, marital status, disability or race in the provision of access to general staff facilities and benefits.

## **8 Reverse Discrimination**

8.1 It is not possible to counter the effects of past discrimination practices by reverse discrimination in favour of under-represented groups who may have suffered from discrimination in the past. However, the Organisation shall attempt to ensure that the effects of past discriminatory practices, where and if they existed, are not perpetuated.

8.2 It is unlawful to apply reverse discrimination to employees or applicants (except disabled people) in all circumstances, except by encouraging applicants or employees to apply for jobs or training in accordance with paragraphs 5.2 and 6.3.

## **9**     **Monitoring**

9.1     A system shall be evolved to enable monitoring to be carried out on ethnic origins, disablement and sex regarding:

9.1.1   The numbers for applying for employment in each category.

9.1.2   The numbers of short-listed in each category: (i.e. department, job, grade and location)

9.1.3   The numbers leaving each category, related to length of service.

9.1.4   The numbers participating in training and staff development procedures.

9.1.5   The numbers promoted.

9.2     The Chief Executive or Managing Director shall be designated as the person responsible for monitoring the effectiveness of the equal opportunities policy.

9.3     Personnel policies and procedures shall be kept under review to ensure that they do not operate against equal opportunities.

9.4     Where there is evidence that any employees/applicants are not being offered equal opportunities then this matter shall be investigated by management to see if there are any policies or criteria which exclude or discourage members of under-represented groups, and if so whether these policies and criteria are justifiable.

9.5     The equal opportunities policy shall be reviewed from time to time by the Chief Executive or Managing Director.

## **10**     **Grievances**

10.1   Any complaints of discrimination against employees shall be pursued through the Grievance Procedure.

*EQUAL OPPORTUNITIES POLICY AS OF JUNE 2017.*