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HBS Policy and Procedure for Equal Opportunities

POLICY AND PROCEDURE ON EQUAL OPPORTUNITIES

THE POLICY

1.0 PURPOSE

- 1.1 Havering Building Specialist Ltd is an equal opportunities employer. We believe in **team spirit**, fostering high performance, both individually and collectively. Our policies and procedure support this value.
- 1.2 No job Applicant or Employee will receive less favourable treatment because of his/her sex, or gender, sexual orientation, marital or family status, age, ethnic origin, disability, race, colour, nationality, national origin, creed, political affiliation or part-time status.

2.0 SCOPE

This policy and procedure applies to all Employees and/or Workers of Havering Building Specialists Ltd.

3.0 PRINCIPLES

- 3.1 Havering Building Specialists Ltd is committed to ensuring that all its Employees and Applicants for employment have a right to equality of opportunity and a duty to treat others fairly. The Company will **lead the way** to ensure improvement and growth for our employees, to prevent any unlawful discrimination practices and take the necessary steps to ensure an Employee or Applicant for Employment receives consistent fair treatment.
- 3.1 Every Employee of Havering Building Specialists Ltd has a right to equality of opportunity and a duty to treat others fairly in the course of his/her employment.
- 3.2 An Employee who believes that he/she may have been treated less favourably on discriminatory grounds should raise the matter with any senior manager or manager of their choice in line with the Harassment Procedure.
- 3.3 The Company regards a breach of the Equal Opportunities Policy to potentially be a serious disciplinary matter and would accordingly take the necessary appropriate action.

4.0 DEFINITIONS

4.1 Direct Discrimination

4.1.1 Direct Discrimination occurs when an individual is placed in a disadvantaged position on discriminatory grounds in relation to his/her employment. From time to time, this form of Discrimination could be intentional. An example of Direct Discrimination is :

- A woman with young children being turned down for a job on the grounds that , if successful, she could turn out to be an unreliable Employee.

4.2 Indirect Discrimination

4.2.1 Indirect Discrimination occurs when an individual's employment is subject to an unjustified condition that may be more difficult for one sex or race /nationality to meet. An example of Indirect Discrimination is :

- An educational requirement for GCSE English as a selection criteria from all applicants. Such a condition could have a disparately adverse impact on certain individuals who may have been educated overseas and is clearly not justifiable. The job criteria could be adequately covered through a pre-requisite that requires a reasonable level of literacy.

4.3 Disability Discrimination

4.3.1 Disability Discrimination occurs when an individual is unjustifiably treated less favourably in employment /recruitment for a reason connected with his/her disability. It could also occur in instances where a disabled person is treated less favourably due to a failure by the Company to make reasonable adjustments to the working arrangements, as dependent on the circumstances. One such example is:

- A requirement for Employees to hold a valid driving licence in respect of a job that may actually involve minimal or no travel.

4.4 Victimisation

4.4.1 Victimisation occurs when an individual is treated less favourably than his/her colleagues because he/she has acted upon his/her statutory rights or, supported a colleague's during a grievance or disciplinary issue.

4.5 EQUAL PAY

4.5.1 In the interests of good business practice, the Company believes that pay should be awarded fairly and equitably to male and female Employees in order that they receive equal pay for:

- The same or broadly similar work
- Work rated as equivalent
- Work of equal value

THE PROCEDURE

5.0 IMPLEMENTATION OF EQUAL OPPORTUNITIES

The Company will ensure absolute fairness in its implementation of the Equal Opportunities Policy as follows:

5.1 RECRUITMENT AND SELECTION

5.1.1 The Person and Job Specification will be :

- Limited to those requirements that are necessary for the effective performance of the job.

5.1.2 Recruitment Advertisements will :

- Specify the Company's commitment as an Equal Opportunities employer
- Be aimed at a diverse audience of suitably qualified job applicants
- Be phrased to avoid specification of a gender, except where this is a genuine occupational qualification for the job
- Avoid stipulating essential health requirements unless strictly necessary for the performance of the job
- Avoid referring to non-essential requirements such as age and length of residence in the United Kingdom
- State that comparable overseas qualifications are equally acceptable instead of a UK based qualification, as appropriate to the job being advertised and its related circumstances.

5.1.3 Job Applications and Interviews will be:

- Short-listed and selected on the basis of fair and objective criteria
- Conducted on an objective basis without prejudice to domestic circumstances
- Treated with fairness and reasonableness in the event that a candidate has a known disability
- Specifically related to job requirements and will, through selection tests, measure an individual's active ability to perform in the role.

5.2 Terms and Conditions of Employment and The Benefits

5.2.1 Based on the grounds set out in this Policy, no Employee will be subjected to unlawful discrimination in relation to his/her terms and conditions of employment or in the provision of pay and benefits relating to his/her employment.

5.2.2 In order to achieve equal pay for Employees doing equal work, the Company recognises its commitment to operate a pay system that is transparent, based upon objective criteria and free from sex bias, through the:

- Examination of existing and future pay practices for all Employees across the board
- Regular monitoring of Company practices and their related effectiveness
- Communication of the pay practices within the Company
- Provision of training and guidance for Managers involved in decisions about pay and benefits
- Discussion and subsequent agreement on the Reward Policy with individual Employees and /or Employee Representatives as appropriate.

5.2.3 The Company will thus reward fairly the skills, experience and potential of all Employees and increase individual efficiency, productivity and competitiveness, which will in turn enhance the Company's reputation and image.

5.3 Training and Development

- 5.3.1 The Company will provide appropriate training to every Employee in order to ensure that he/she implements and/or upholds the Company's commitment to equality of opportunity.
- 5.3.2 Every Employee, including any member of a disadvantaged group, will be given an equal opportunity to progress within the Company through fair and objective selection on the Training courses.

6.0 RESPONSIBILITIES AND RIGHTS

6.1 The Manager and/or member of Senior Management is responsible for:

- Representing the Company, in order to ensure that the Company's commitment to equal opportunities is enforced within his/her respective Department(s)
- Co-operating in line with all Company measures that are intended to uphold equal opportunities and non-discrimination
- Maintaining a non-discriminatory working environment for Employees and work colleagues, as well as respecting cultural differences
- Discouraging practices of unlawful discrimination towards Employees or work colleagues
- Staying clear of any discriminatory decisions within the processes of Recruitment, Promotion, Transfer, Training and Development, Reward and Dismissal
- Refraining from being a party to the victimisation of any individual, on the grounds that he/she may have made a complaint, or provided information in support of a case
- Treating disabled people as favourably as they would treat other people, as well as making any reasonable adjustments to accommodate any disabled personnel in the work place.

6.2 The Employee is responsible for:

- Co-operating with measures introduced by the Company to ensure equal opportunity and non-discrimination amongst all Employees
- Treating all colleagues in a fair and non-discriminatory way, respecting cultural differences

- The avoidance of malpractice and possible inducement of other Employees to practice unlawful discrimination in the work place
- Non-victimisation of individuals on the grounds that they have made a complaint or have provided information on discrimination
- Abstaining from abusive or harassing behaviour which may lead to intimidation of other Employees.
- Informing Management of any form of discrimination that may occur in the work place irrespective of whether he/she or another Employee is believed to be the victim of such discrimination.

6.3 The Employee Rights include:

- The right to receive fair and equal treatment in the areas of:
 - Recruitment and Selection
 - Promotion
 - Reward
 - Equal Opportunities
 - Training and Development
 - Selection for Dismissal through Redundancy
 - The right to equal pay for work of equal value

6.4 The Human Resources Department will assist Line Managers in the:

- Provision of expert advice on the Equal Opportunities Policy
- Reinforcement of fair and reasonable practices in the work place through ensuring equal treatment under the terms of the Equal Opportunities Policy and its related procedural stages, in particular:
 - Recruitment and Selection
 - Promotion
 - Reward
 - Equal Opportunities
 - Training and Development

- Selection for Dismissal through Redundancy
- Discipline
- Grievance
- Harassment
- Guidance on any of the above Policies as applicable to the circumstances at the time and actions/responsibilities as determined by those policies.

7.0 *REVIEW*

7.1 The Equal Opportunities Policy will conform to current UK and EC legislation.