



# **Mitre Construction**

*External & Internal Refurbishment Specialists*

## **COMPANY POLICY**

### **EQUAL OPPORTUNITIES POLICY**

#### **Equality**

The Company's vision for equality and diversity is of providing services and employing people as equals, valuing the diversity of their contribution and aspirations, no matter who they are or what their circumstances.

Our public statements, service and employment practices will reflect this commitment.

The Company strives to be an equal opportunities employer. This means that decisions concerning recruitment, promotion, dismissal or any other aspect of employment will be based on the needs of the business and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief. This is an important commitment which all employees are expected to share.

Recruitment and employment decisions will be made on the basis of fair and objective criteria. Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

Training needs will be identified through regular appraisals. Employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.

Employees are encouraged to raise with management any discriminatory behaviour, assumptions or attitudes they encounter at work and are entitled to do so free from any reprisal providing they are acting in good faith or in the reasonable belief that they are acting in the public interest.

The Board of Directors has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, including regular review of this policy, has been delegated to Tina Salmon.

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with

regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. We have adopted this policy as a means of helping to achieve these aims.

The Protected Characteristics are -

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

### **What is discrimination?**

Direct discrimination - when someone is treated less favourably than another person because of a Protected Characteristic.

Associative discrimination or discrimination by association - direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.

Discrimination by perception - direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.

Indirect discrimination - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.

Harassment - unwanted conduct related to a relevant 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. Employees may complain of such offensive behaviour even if it is not directed towards them personally.

Victimisation - when an employee is treated less favourably because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or are suspected of doing so.

## **Commitment**

We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.

Recruitment and employment decisions will be made on the basis of fair and objective criteria.

Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

All employees have a right to equality of opportunity and a duty to implement this policy.

Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.

Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Company's grievance procedure.

A handwritten signature in black ink, appearing to be 'E. Salmon', written over a horizontal line.

E.Salmon  
Managing Director  
Mitre Construction Company Limited

1<sup>st</sup> December 2017