

# Equality and Diversity Policy

## 1. Introduction

- 1.1 Standage & Company Limited (the Company) has produced a statement of policy to provide the necessary encouragement and guidance to staff on equal opportunity and diversity in employment and the carrying out of our services. This document sets out our policy. It must be strictly adhered to by all employees and managers (except where there are legal limitations on employment to particular posts). Disciplinary procedures may be used in the case of a breach of our Policy.

## 2. Definitions

- 2.1 In this policy 'discrimination' means discrimination where a person is treated less favourably on grounds of sex, race, colour, nationality, ethnic or national origins, disability, marital status, age, part time or fixed term contract status, religion or sexual orientation as defined in the Equality Act 2010 (the Act).
- 2.2 In this policy 'indirect discrimination' means the imposition of a requirement or condition which is applied or would be applied equally to persons not of the same group but:
- (i) which is such that the proportion of persons of the one group who can comply with it is considerably smaller than the proportion of persons not of that group who can comply with it;
  - (ii) which cannot be shown to be justifiable irrespective of sex, race, colour, nationality, ethnic or national origins, disability, marital status, age or sexual orientation of the person to whom it is applied;
  - (iii) which is to the detriment of the individual concerned because he/she cannot comply with it.
- 2.3 In this policy the Company includes any employee, whether full-time, part-time, subcontractor or on temporary employment to the Company, who acts on behalf of the Company.

## 3. General Statement of Policy

- 3.1 We believe that our policy and practice are a means of maximising the effective use of human resources in the Company's and the employee's best interests.
- 3.2 All members of staff employed by the Company and all applicants for employment will be given equal opportunity irrespective of their sex, race, colour, nationality, ethnic or national origins, disability, marital status, age or sexual orientation in all aspects of employment and training e.g. in their access to posts and in the terms of benefits on which employment is normally available in this Company. The Company is committed not only to the letter of the law, but also to the promotion of equality of opportunity in all fields.

- 3.3 Application of Collective Agreements and the 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 Company shall be made aware of the provisions of this policy. This may be done by means of advertisements, job descriptions, application forms, posters, training courses and handbooks for appropriate managerial and supervisory staff.

#### **4. Possible pre-conceptions**

- 4.1 In the application of the equal opportunity policy, it is essential that managers guard against discrimination on the basis of possible pre-assumptions that individuals, because of their sex, race, colour, nationality, ethnic or national origins, disability, marital status, age or sexual orientation possess characteristics which would make them unsuitable for employment.

Examples of such assumptions might be:-

1. Lack of commitment to work.
2. Have outside commitments which would interfere with work.
3. Possess poor mental / physical ability.
4. Produce an anticipated unfavourable reaction of other staff and members of the public.
5. Be unsuitable for the job because of a feeling that certain types of work are only suitable for a member of the opposite sex or of single status.
6. Be unable to supervise.
7. Possess limited career intentions.
8. Be unwilling to undertake training.
9. Have poor standards of behaviour / conduct.
10. Have limitations imposed by so-called traditional female interests and experience.

The Company emphasises that discrimination as a consequence of any such pre-conceptions is unacceptable.

- 4.2 Any restrictions which are applied by management and which affect certain groups of staff more than others, may effectively result in indirect discrimination, and will be reviewed to determine whether they are necessary rather than convenient and removed if this is not so.

## **5. Recruitment and Promotion**

- 5.1 Applicants for posts shall be given as much clear and accurate information about posts through advertisements, job descriptions and interviews in order to enable them to assess their own suitability for a post. Information about posts shall also be placed and prominently displayed where it may reach individuals of all groups.
- 5.2 Recruitment literature shall not imply that there is a preference for one group of applicants (e.g. use of photographs of only members of one group, unless there is a genuine occupational qualification which limits a post to a particular group in which case this must be clearly stated. However, in accordance with the Act, the Company may encourage persons of an under-represented group only to apply for vacancies where, during the previous 12 months, the number of persons of that group employed on particular work is small in comparison with the other groups employed on that work by the Company. However, 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.

Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as possible by the use of open advertising in the press / careers service / job centres.

- 5.3 All applicants shall be informed that the Company encourages equal opportunities and operates an equal opportunity policy. Such information could be conveyed on advertisements, job descriptions or application forms.
- 5.4 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.
- 5.5. 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 applicants' home commitments, but where such questions are asked it is important to explain the reasons for asking them, to ask them in a way which they can reasonably be answered, to ask similar questions of all candidates, and to relate the answer purely to the job requirements.
- 5.6 All staff shall be encouraged to discuss their career prospects and training needs with the departmental head and / or personnel department.
- 5.7 Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.
- 5.8 The Company will not discriminate on the basis of sex, marital status, race, colour, nationality, ethnic or national origins, disability, marital status, age or sexual orientation in the allocation of duties or shifts between staff employed in any grade or grades with comparable job descriptions, except where such duties are specifically covered by the Factories Act 1961.

## **6. Training**

- 6.1 It is the policy of the Company 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 will make provisions where necessary for individuals returning to work following a break for domestic reasons.
- 6.3 Age limits for entry to training schemes should not be unnecessarily restrictive to exclude certain groups of staff.
- 6.4 All staff involved in interviewing shall be trained to ensure that selection is made on an objective basis and that encouragement is given to women (or men) to take full advantage of training opportunities where in the past they have not been sufficiently confident to do so.
- 6.5 All key personnel involved in management, selection and dealing with the public shall be given training and guidance in the law and organisational policy, their own personal liability under the law and the nature of discrimination.

## **7. Terms and Conditions of Service and Facilities**

- 7.1 The Company will not discriminate on the basis of sex, marital status, race, colour, nationality, ethnic or national origins, disability, age, etc., in the provision of general staff facilities and benefits.

## **8. Monitoring**

- 8.1 The Personnel Officer will be nominated as the person responsible for monitoring the effectiveness of the equal opportunity policy with overall responsibility for its implementation and supervision remaining with Mr. C. Brain.
- 8.2 All aspects of Personnel policies and procedures shall be kept under review to ensure that they do not operate against equal opportunities and an analysis made of the various groups of employees and applicants in relation to their employment within the Company.
- 8.3 Where it appears that any employees / applicants are not being offered equal opportunities, the circumstances will be investigated by management to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable.
- 8.4 This equal opportunity policy will be reviewed regularly by the appropriate body.

## **9. Grievances and Victimisation**

- 9.1 Any complaints of discrimination against employees will be pursued through the Grievance Procedure.

9.2 The Equality Act provides protection for individuals who have done anything in good faith by reference to the Equality Acts.



C. Brain  
Managing Director

15 September 2013