

## EQUAL OPPORTUNITIES & DIVERSITY POLICY

### 1. POLICY STATEMENT

1.1 Atlas Cleaning Limited recognises that discrimination is unacceptable and that it is in the interests of Atlas and its employees to utilise the skills of the whole workforce.

It is the aim of Atlas to ensure that no employee or job applicant receives less favourable treatment or facilities or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified because of a protected characteristic. The protected characteristics defined by the Equality Act 2010 are sex, sexual orientation, gender reassignment, pregnancy, marital status or civil partnership, disability, race, colour, nationality, ethnic origin, religion or belief or age.

Atlas wishes to see its workforce broadly reflecting the community in which it operates and employs a diverse range of employees, valuing the positive contribution that they make to a successful workplace. Our policy of non-discrimination and employment of people based upon merit supports this approach to diversity and enhances the lives of those who work for Atlas

1.2 Staff and applicants for appointments or promotion within the company are assessed on the basis of their suitability, capability and qualifications.

1.3 This policy and the associated arrangements shall operate in accordance with current statutory requirements. In addition, full account will be taken of any Codes of Practice issued by the Commission for Equality and Human Rights and other relevant statutory bodies.

### 2. DEFINITIONS

2.1 Where discrimination against any person or group is referred to it shall be deemed to be potential discrimination within any of the categories listed in the policy statement.

#### Direct Discrimination

2.2 Direct discrimination occurs where the reason for a person or group being treated less favourably than others is because of a protected characteristic. This includes where the less favourable treatment is because of the person's association with someone who has the protected characteristic.





2.3 Segregating a person or group on the basis of their protected characteristic is unlawful. It also is unlawful for an employer to discriminate against a job applicant who has a criminal conviction that is “spent”.

### **Indirect Discrimination**

2.4 Indirect discrimination occurs when a condition or requirement is imposed which, although applied equally to all individuals or groups, is such that:

- the proportion of persons of a group who can comply with it is significantly smaller than the proportion of persons not of that group who can comply with it
- it cannot be shown that it is justifiable based upon the needs of the job
- it is to the detriment of the individuals concerned because they cannot reasonably comply with it.

## **3. RIGHTS OF PEOPLE WITH DISABILITIES**

3.1 Atlas attaches particular importance to the needs of people with disabilities.

3.2 Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours (liaising with external agencies to obtain funding for maintain people with disabilities in employment);
- include people with disabilities in training/development programmes;
- give full and proper consideration to people with disabilities who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

3.3 Managers will have an additional duty to take all reasonable steps to avoid any disadvantage created by a provision, criteria or practice in a job function and any physical feature in the workplace.

## **4. VICTIMISATION AND HARASSMENT**

4.1 Discrimination by victimisation occurs when a person is treated less favourably than another because he/she had asserted his/her rights under any legislation which allows rights to a person or had helped another person to assert those rights.

4.2 Management will ensure that victimisation does not occur and a person is allowed to assert their rights in any situation.

## **5. MANAGERIAL RESPONSIBILITY**

5.1 The responsibility for ensuring the effective implementation and operation of the arrangements of the Equal Opportunity Policy will rest with the Human Resources Director. All Directors shall ensure that they and their staff operate within the



policy and its arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

5.2 The Human Resources Officer will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

## **6. RESPONSIBILITY OF STAFF**

6.1 Whilst the responsibility for ensuring that there is no unlawful discrimination rests with management, the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups on the grounds specified in the policy statement;
- inform their manager if they become aware of any discriminatory practice.

## **7. RELATED POLICIES AND ARRANGEMENTS**

7.1 All employment policies and arrangements have a bearing on equality of opportunity. Atlas policies will be reviewed regularly and any discriminatory elements removed.

## **8. TRAINING**

8.1 A series of regular briefing sessions will be held for staff on equal opportunities issues. These will be repeated as necessary. Equal opportunities are also included in our induction programmes.

8.2 Training will be provided for managers on this policy and its arrangements. Managers who have an involvement in the recruitment and selection process will receive specialist training.

## **9. MONITORING**

9.1 Atlas deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.



9.2 The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, qualifications, grade and length of service in current grade. Information regarding those employees who are deemed to have a disability will be maintained.

9.3 There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.

9.4 The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

## **10. GRIEVANCES/DISCIPLINE**

10.1 Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company's Grievance Procedure.

10.2 Discrimination and victimisation will be treated as potential disciplinary offences and they will be dealt with under the Disciplinary Procedure.

## **11. REVIEW**

11.1 The policy and arrangements will be reviewed annually by the Management.

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Brian Sweeting, HR Manager

Atlas Contractors Limited

Dated: **January 2017**

Review Date: **January 2018**