



Equal Opportunities (equality & diversity) Policy

GENERAL STATEMENT

Fireclad Ltd. HarrisonJorge Ltd. & Custom Crafted Ltd. (the Company) is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential, regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion or belief, disability or age.

The company will follow the recommendations of the Statutory Codes of Practice, of the Equality and Human Rights Commission Code of Practice in Employment and Occupation, in all of their employment policies, procedures and practices, to comply with The Equality Act 2010.

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices, that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion, are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

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This policy applies to all aspects of employment, from recruitment to dismissal, and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

- 1 The policy will be a priority for the organisation.
- 2 **Colin Richardson, Director** will be responsible for the day-to-day operation of this policy.
- 3 The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet.
- 4 Workers and their representatives and trade unions, will be consulted regularly about the policy, and about related action plans and strategies.
- 5 All workers will be trained on the policy, on their rights and representatives under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
- 6 Managers and workers in key decision making areas, will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions, and apply them.
- 7 Complaints about discrimination or harrassment in the course of employment, will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily acceptable.
- 8 Opportunities for employment, promotion, transfer and training, will be advertised widely, both internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion or belief, disability or age.
- 9 All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
- 10 Selection criteria will be entirely related to the job or training opportunity.

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- 11** We will make all reasonable changes to overcome physical and non-physical barriers, that make it difficult for disable employees to carry out their work, and for disabled customers to access our services.

- 12** We will take a flexible approach to working arrangements. We will consider requests for changes, carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.

- 13** Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, promotion and training, will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in the strictest confidence, and will only be used to promote equality of opportunity. Information about the religion or belief, and sexual orientation of employees.

- 14** If the data shows that people from particular groups are under-represented in certain areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.

- 15** Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion or belief, and sexual orientation.

- 16** Requirements, conditions, provisions, criteria, and practices, will be reviewed regularly, in light of monitoring the results, and revised if they are found to be, or might, unlawfully discriminate on any of the above grounds.

- 17** All contracts between the company and contractors, to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harrassment by contractors and their staff, and by any sub-contrators and their staff. The clause will also encourage contractors to provide equality of opportunity in their employment practices.

- 18** Customers and clients will be made aware of this policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion or belief, disability or age.

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This policy has been endorsed by **Colin Richardson, Director**, and has the full support of the management and board of directors.

Overall responsibility for the effectiveness of the policy lies with **Marc Skinner, Director**.

Signed:



Date: **4th February 2019**

Marc Skinner
Director

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