



The Elimination of Discrimination and the Promotion of Equality of Opportunity and Diversity PO-09

P T Contractors Ltd will aim to eliminate discrimination on the basis of race, colour, national or ethnic origin, culture or faith, gender, sexual orientation, gender reassignment or gender identity, marital status, responsibility for dependents, physical disability, learning disabilities, age or any other protected characteristic as defined in legislation. We will promote equality of opportunity by providing a working environment in which the rights and dignity of every person – employees, clients, partners, consultants, contractors and the general public – are respected. Everyone has the right to work in an environment free from abuse, offensive behaviour, harassment, bullying, prejudice, discrimination or victimisation. We all have a responsibility to ensure that these rights are protected and Senior Management have a responsibility to ensure that this policy is implemented via our code of practice.

The Primary responsibility at law rests with the company to ensure that there is no discrimination. However, it is important that employees at all levels, not just managers, recognise and accept individual responsibility for equality and diversity within the company. Individuals should not behave in a way that could, intentionally or not, discriminate against or cause others to feel harassed or victimised. Discrimination is a serious matter and the consequences of such behaviour by individuals could lead to disciplinary proceedings (see terms of employment for details).

P T Contractors commits to complying with all statutory regulations that are in place to promote equality and to prohibit discrimination, harassment and victimisation, particularly in respect to: -

Recruitment - The Equality Act 2010 imposes a statutory general duty to promote equality

- in the arrangements made for deciding who should be offered a job.
- in any terms of employment.
- by refusing or omitting to offer a person employment.
- by discriminating in the arrangements made for determining who should be offered employment whether recruiting by advertisements, employment agencies, job-centres, or career offices.
- by implying that applications from some people will not be considered.
- by instructing/putting pressure on others to omit to refer for employment specific people
- by publishing or causing to be published an advertisement, which indicates or might reasonably be understood as indicating an intention to discriminate.

Therefore:

- (a) Each individual should be assessed accordingly to their personal capability to carry out a given job, with reasonable changes made to accommodate them, where necessary.
- (b) Any qualification or requirements applied to a job that effectively inhibit applications from some people should be retained only if they are justifiable in terms of the job to be done. Experience in the workplace will be assessed alongside qualifications as an indication of suitability.

Promotion, Transfer and Training - It is unlawful; [unless the job is covered by an exception] for employers to discriminate directly or indirectly in the way they give access to opportunities for promotion, transfer or training.

Therefore:

- (a) Where an appraisal system is in operation, the assessment criteria will be regularly examined to ensure that they are not unlawfully discriminatory and the scheme monitored.
- (b) Promotion and career development patterns will be reviewed to ensure that the traditional qualifications are justifiable requirements for the job to be done.
- (c) Rules that resist or preclude transfer between certain jobs will be reviewed and changed if they are found to be discriminatory.



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- (d) Policies and practices regarding selection for training, day release and personal development will be examined for direct and indirect discrimination.

Terms of Employment, Benefits, Facilities and Services - All terms of employment, benefits, facilities and services are monitored to ensure that there is no discrimination. Part-time workers will be awarded pro-rata pay or benefits with full-time workers.

Grievances, Disciplinary Procedures and Victimisation - It is unlawful to victimise a person for making a complaint about discrimination or for giving evidence about such a complaint.

Therefore:

- (a) Particular care will be taken to ensure that any employee who has in good faith taken action will not receive less favourable treatment than other employees.
- (b) Employees should be advised to use the internal procedures, but this is without prejudice to the individual's right to apply to an industrial tribunal within the statutory time limit, i.e. before the end of the period of three months beginning when the act complained of was done. (There is no time limit if the victimisation is continuing).
- (c) Particular care must be taken to deal effectively with all complaints of discrimination, victimisation or harassment. These complaints will not be treated dismissively.

GOOD EMPLOYMENT PRACTICES PROMOTE EQUALITY OF OPPORTUNITY

P T Contractors is an equal opportunities employer. The Company commits itself to promote and develop equal opportunities and will keep under review its policies, procedures and practices to ensure that they accord with the principle of equal opportunities, and that they are consistently applied. Whilst it is expected that all the staff will accept personal responsibility for practical and efficient application of the policy, the lead responsibility for its implementation will rest with the Managing Director and fellow Directors.

This policy is supported by the Board of Directors and is consistent with legislation and the promotion of equal opportunities. A detailed Equal Opportunities Code of Practice has been drawn up, copies of which are available to all employees from Head Office. This Code gives further information and guidance for implementation.

The Policy and the Code of Practice will be reviewed periodically or when legislation changes.

Signed _____

Date 06/01/2020

P.N.TRANT
Managing Director