

**Radway Door and Windows Limited**

# **Policy on Equal Opportunities**

The logo for Radway, featuring the word "Radway" in a blue sans-serif font. The "R" is larger and more prominent. A horizontal line is positioned above the "a" and "d", and another horizontal line is positioned below the "y". The logo is contained within a white rectangular box with a thin black border.

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## EQUAL OPPORTUNITIES POLICY AND CODES OF PRACTICE

### RADWAY DOOR AND WINDOWS LIMITED

#### 1 INTRODUCTION

Radway Door and Windows Limited is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation and are given equal opportunities within the company. The aim of this policy is to ensure that no job applicant, employee sub-contractor receives less favourable treatment on grounds not relevant to good employment practice.

#### 2 POLICY STATEMENT

2.1 The policy and practice of the company require that all employees are afforded equal opportunities within employment and that entry into employment with the company and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.

2.2 All employees have a duty to co-operate to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Employees must not harass or intimidate other employees on the grounds of race or sex, age, disability or sexual orientation and must not victimise or retaliate against employees who make such allegations. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.

2.3 The policy will be communicated to all employees and sub-contractors at initial induction, and will be placed on the company intranet.

The following access to the management of Radway Door and Windows Limited is available for raising Equal Opportunity concerns.

#### 2.3 EMPLOYEES

If any employee considers that he or she is suffering from unequal treatment, he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

Concerns should in the first instance be raised with the employee's Line Manager, if this is inappropriate then another Manager or Company Director can be approached to investigate the matter. All investigations will be carried out as per the company procedures.

#### 2.4 NON-EMPLOYEES

Concerns can be raised directly with the Managing Director at Radway's Head Office.



**W Briggs**

### **3 Chairman CODE OF PRACTICE**

The company promotes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly and that selection is based solely on the individual's abilities, skills and qualifications. The recruitment process must result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary. As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:

#### **3.1 SELECTION CRITERIA**

The selection process will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in the further particulars sent to applicants which will also include details of the company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

#### **3.2 ADVERTISING**

Job advertisements will be widely publicised so as to encourage applications from all suitably qualified and experienced people. In order to attract applications from all sections of the community, the company will endeavour to ensure that advertisements are not restricted to areas or publications which would exclude or disproportionately reduce applications from a particular gender, age group or racial group and should avoid prescribing requirements as to marital status or age or requirements which would exclude a particular gender or racial group. All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity.

#### **3.3 SELECTION METHODS**

The selection process will be carried out consistently for all jobs at all levels. All those handling applications and conducting interviews must be aware of the principles of the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Age) Regulations and other relevant legislation as detailed in Section 10. The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job.

#### **3.4 INTERVIEWS**

The personnel responsible for shortlisting, interviewing and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will interview applicants and all questions will relate to the selection criteria. No questions will be based on age, assumptions about roles in the home and the family or the assumed suitability of different ethnic groups for the post in question. Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to

enable candidates to compete on an equal basis.

#### **4 TRAINING**

To help meet the objectives of this policy the company will provide training that:

- 4.1 increases awareness of the prevalence of and harmfulness of discrimination and prejudice.
- 4.2 examines the nature of discrimination, both direct and indirect, and the ways in which it can occur and can be prevented;
- 4.3 assists managers and employees to behave in ways that are non-discriminatory; ` and
- 4.4 explains the operation of and access to grievance and disciplinary procedures.

#### **5 PROMOTION**

When considering candidates for promotion, care will be taken to consider those from all races, age groups and both sexes and those with disabilities where general ability is the main requirement.

#### **6 GRIEVANCE PROCEDURES**

All allegations of discrimination will be dealt with seriously and confidentially.

#### **7 RECORD KEEPING**

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep records of the sex, ethnic group, age and any disability of its employees and of all candidates and of those shortlisted and appointed. Records may be used to determine whether members of one sex or persons of a certain racial group or age bracket or those with a disability do not apply for employment or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain jobs. The company will investigate the practicalities of monitoring progression within employment, including access to training and development, promotion and grading.

#### **8 REVIEW OF RECRUITMENT PRACTICE**

Recruitment procedures and practices will be kept under review so as to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

#### **9 HARASSMENT, VICTIMISATION AND DISCRIMINATION**

Radway Door and Windows Limited is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines his or her position

and may have a negative impact upon health, job performance and sense of personal security.

The company regards harassment, whether sexual, racial or personal, as well as harassing a person on account of gender or disability, as a most serious matter. Such behaviour constitutes discrimination and is unlawful under the sex discrimination, fair employment, race relations and disability legislation. Harassment may also be a civil offence and a criminal offence, and it may contravene health and safety legislation.

Everyone must comply with the policy and employees should ensure that their behaviour at all times does not cause offence or constitute harassment. Formal complaints will be investigated and in cases where the complaint is substantiated, appropriate disciplinary action, including dismissal, will be taken against the person or persons responsible. Harassers, their supervisors and their managers may all be held personally liable in the event of any legal proceedings.

### **Definition of Harassment**

Personal harassment takes many forms. It is uninvited and unwanted actions which cause offence and/or embarrassment, fear, stress or tension. It can be an isolated act such as a comment or wilful gesture, or it can take the form of repeated behaviour against a person.

Outlined below are some examples of personal harassment. The defining features are that behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person. Some, if occurring only once, may cause only mild irritation but if repeated become harassing. Other examples are clearly harassment even if they occur only once. All of them are inappropriate if employees are to have equality of opportunity. The list is neither exclusive nor exhaustive and other forms of behaviour may be regarded as harassment, discrimination, victimisation or bullying.

### **Sexual Harassment**

Sexual harassment is defined as unwanted verbal or physical advances, sexually explicit statements which have the effect of creating an intimidating environment. Examples might be:

- lewd comments about physical appearance
- persistent verbal or physical advances of a sexual nature
- the transmission of offensive materials or statements via electronic means or through the post
- offensive comments about personal characteristics or lifestyle
- photographs or drawings which are sexually explicit in nature which may be deemed offensive
- offensive graffiti
- obscene language
- unwanted physical contact
- offensive jokes or pranks of a sexual nature
- harassment of persons on grounds of their actual or perceived sexual orientation

### **Racial Harassment**

Racial harassment is defined as conduct which is intended to cause, or has the effect of causing, physical or emotional harm or mental distress to a person for reasons of racial, ethnic or national origins or for reasons of colour. Examples might be:

- insensitive jokes or pranks of a racial, ethnic or religious nature
- racist graffiti
- racially abusive language
- offensive photographs or drawings or racist propaganda
- offensive comments about physical racial characteristics or lifestyle
- the transmission of racially offensive materials or statements via electronic means or through the post
- harassment of a person on the grounds of their association with a person(s) who belongs to a racial or minority ethnic group

### **Bullying and Victimisation**

- physical conduct ranging from the invasion of personal space to serious assault
- verbal, written and e-mail harassment through derogatory remarks, jokes, insults, offensive language, gossip and slander
- open aggression, threats and/or shouting
- deliberately setting objectives with unreasonable deadlines or changing objectives unfairly
- intrusion by pestering, spying, following, stalking etc
- unfair allocation of work and responsibilities
- behaviour which makes direct or indirect reference to disability or impairment and this causes discomfort, patronises, insults or offends people with a physical, sensory or mental disability
- treating someone adversely because they have or it is suspected/believed that they have HIV/AIDS
- repeated gibes in reference to personal traits or appearances, invasion of privacy, or practical jokes causing physical or psychological distress
- persistent pressure to become involved in anti-social or unlawful behaviour
- repeated statements to an individual or third parties which demean his or her professional status and performance

### **PROCEDURE FOR DEALING WITH HARASSMENT**

Anyone experiencing harassment should not wait until things become intolerable. Sometimes the person may not realise that his or her behaviour is unwanted or unacceptable and in such cases the misunderstandings can be resolved quickly.

It is helpful to make a note of the time, place and nature of any specific incidents and attempts to discuss them. This will provide useful information in following these procedures.

#### **INFORMAL PROCEDURE**

If possible, the individual experiencing harassment should state clearly to the person concerned that his or her behaviour is unacceptable and should cease. In some circumstances the individual might prefer to write a letter to the person concerned which should be dated and signed, and a copy kept as this may be needed as evidence should the harassment, victimisation or bullying continue or subsequently recur.

If the individual does not feel able to talk or write to the person concerned or if the harassment does not stop, they may wish to discuss the matter with a colleague or with their supervisor or manager and ask them to approach the alleged harasser on their behalf.

#### **FORMAL PROCEDURE**

At any time, whether or not informal steps have been taken, an employee who feels that he or she or others have been harassed in a way that breaches this policy can raise the matter with their supervisor or manager, either verbally or in writing, who will deal with it accordingly. Thereafter, the matter will be dealt with as follows:

The appropriate manager will conduct an investigation into the case as soon as possible to establish whether there is a need to take disciplinary action. The manager will inform the person against whom the complaint is made of the nature of the complaint and that the matter is being investigated formally.

Both parties will be informed of the decision as soon as possible following the conclusion of the investigation.

If the case is not judged serious enough to initiate disciplinary action, the manager will determine appropriate methods of resolving the issue following discussion with both parties.

If the manager upholds the complaint, he or she must immediately start the appropriate disciplinary procedure and the complainant must be advised of the outcome as soon as possible following disciplinary action.

Throughout the procedures, the complainant will, if he or she requests, be entitled to an assisting member of staff who will liaise with management and accompany them to any meetings.

Allegations that are proven to be malicious will be regarded as disciplinary offences.

### CONFIDENTIALITY

All complaints will be treated with due regard for confidentiality.

## **10 LEGISLATION**

Radway will meet all statutory obligations under relevant legislation and, where appropriate, anticipate future legal requirements signalled under EU Directives. Radway's policy is guided by:

- Equal Pay Act (1970) and Amendment Regulations (2003) (2004)
- Sex Discrimination Act (1975) and (1986) and Amendment Regulations (1999), (2003), (2005) and (2008)
- Race Relations Act (1976), (2000) and Amendment Regulations (2003)
- Disability Discrimination Act (1995)(2005) Amendment Regulations (2003)
- Employment Equality (Religion or Belief) Regulations (2003) and Amendment Regulations (2005)
- Employment Equality (Sexual Orientation) Regulations (2003) and Amendment Regulations (2005)
- Employment Equality (Age) Regulations (2006)
- Human Rights Act (1998)
- Race Relations (Amendment) Act (2000)
- EU Equal Treatment Framework Directive (2000/78)
- Rehabilitation of Offenders Act (1974) and (Exceptions) Order (1975) and Amendment Regulations (2001) (2002) (2003) (2006) (2007) (2008)
- Criminal Justice and Public Order Act (1994)
- Employment Rights Act (1996)
- Employment Act (2002)

and in addition, the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality, together with the Codes of Practice on Disability and Age Diversity. These Codes are not legally binding (though they are admissible as evidence in Employment Tribunals) and Radway supports them fully.

## **11 POLICY REVIEW**

The policy will be amended as appropriate to meet the demands of future legislation and will be reviewed at least annually.