



Haddon Training Limited

EQUAL OPPORTUNITIES POLICY

1. COMMITMENT TO EQUAL OPPORTUNITIES

1.1 Haddon Training Ltd is committed to the principle of equal opportunities in employment and in equal pay for work of the same or similar nature or work of equal value. The organisation declares its opposition to any form of less favourable treatment or financial reward, whether through direct or indirect discrimination, harassment, or victimisation accorded to employees, job applicants, or former employees on the grounds of their race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation, disability, age, fixed term or part time status.

2. EMPLOYMENT PRACTICES

2.1 We wholehearted support the principles and practices of equal opportunities and recognises that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining racial harmony.

2.2 We will actively promote equal opportunities through the application of employment practices which will ensure that individuals receive treatment that is fair and equitable, and consistent with their relevant aptitudes, potential, skills and abilities. All managers and supervisors will seek to ensure that all employees comply with these principles.

2.3 We will ensure that individuals are recruited and selected, promoted, and trained on objective criteria, having regard to the relevant aptitudes, potential, skills and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination.

2.4 We recognise the problems that sexual, racial and other forms of harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. All forms of harassment are abhorrent.

2.5 Harassment occurs where on the grounds of sex, race or ethnic or national origins, sexual orientation, religion or belief, or for a reason which relates to a disabled person's disability, a person engages in unwanted conduct which has the purpose or effect of:

- violating another person's dignity; or
- creating an intimidating, hostile, degrading, humiliating, or offensive environment for another person.

3. DISCIPLINARY AND GRIEVANCE PROCEDURES

3.1 We will ensure that any individual or group of employees who believe that they have experienced direct or indirect unfair discrimination are properly represented in any grievance proceedings. Any employee who feels that he or she has been treated unfairly in connection with his/her employment should raise their grievance through our Equal Opportunities Grievance Procedure, when every effort will be made to secure a satisfactory conclusion.

3.2 In addition, we will ensure that any employee making a complaint of unfair discrimination will be protected from any victimisation in any form.

3.3 We will continue to treat unfair discriminatory conduct by any member of staff as a disciplinary offence.

4. TRAINING AND ADVERTISING

4.1 We will train, develop and promote on the basis of merit and ability. We will also provide suitable and relevant equal opportunity training as necessary for our staff.

4.2 When vacancies are advertised, we will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this policy. To this end, opportunities will be taken through language, images or declarations as appropriate to show that we are an equal opportunities employer. In practical terms, this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided, or sexually or racially loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies.

5. REHABILITATION OF OFFENDERS

5.1 It is our policy not to discriminate against anyone who has had a spent conviction under the Rehabilitation of Offenders Act 1974. Under that Act, it is unlawful to refuse to engage or to dismiss on the grounds of a spent conviction. References given by our organisation, or obtained on new recruits, must not refer to spent convictions and should be ignored if disclosed in error.

6. DEFINITIONS

6.1 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. Two types of discrimination are covered by statute - direct and indirect.

Direct Discrimination: Direct discrimination occurs when a person or group is treated less favourably than others. Segregating a person or group on the basis of their race, sex or disability is unlawful. It also is unlawful for an employer to discriminate against a job applicant whose conviction is spent.

Indirect Discrimination: 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
- an Employer cannot show it as being justifiable based upon the needs of the job
- it is to the detriment of the individuals concerned because they cannot reasonably comply with it

For example this may include the following:

- a dress policy which prevents women wearing trousers discriminates against women of a particular race or religion
- a higher language standard than is actually needed to do the job discriminates on the grounds of nationality/race
- a training policy which excludes part-time staff may discriminate against women, who fill the majority of part-time jobs.

7. RIGHTS OF DISABLED PEOPLE

7.1 We attach particular importance to the needs of disabled people. 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. (NB The Managing Director will advise on the availability of funds from external agencies to maintain disabled people in employment)
- Include disabled people in training/development programmes
- Give full and proper consideration to disabled people 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.

8. VICTIMISATION AND HARASSMENT

8.1 Discrimination by victimisation occurs when a person is treated less favourably than another because he/she had asserted his/her rights under the Acts relating to discrimination or had helped another person to assert those rights.

8.2 There is a separate policy dealing with all forms of harassment.

8.3 MANAGERIAL RESPONSIBILITY

The responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director. The Managing Director must ensure that:

- All staff are aware of the policy and the arrangements, and the reasons for the policy;
- all grievances concerning discrimination are dealt with properly, fairly and as quickly as possible and will follow the Equal Opportunities Grievance Policy;
- Proper records are maintained.

8.4 RESPONSIBILITY OF STAFF

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 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.

NB. Be aware some discrimination is not intentional. However we have a duty of care at all times to others, to consider all our comments, attitudes and actions, as they may albeit unintentionally, cause offence.

APPLICATION OF THE DISCIPLINARY PROCEDURE IN CASES OF ALLEGATIONS OF DISCRIMINATION OR HARASSMENT AGAINST YOU.

If our Disciplinary Procedure is invoked as a result of complaints being raised against you with regard to acts of discrimination or harassment contrary to our Equal Opportunities Policy, and the offence is proven, the severity of the penalty imposed on you will be as provided in the disciplinary procedure, i.e. harassment or discrimination will normally result in summary dismissal for gross misconduct or sufficiently serious misconduct as to warrant dismissal.

In circumstances where discrimination is proven but a lesser penalty is appropriate, such penalty will normally be a final written warning. This may be coupled with further action by us to ensure that the complainant is able to continue working without embarrassment or anxiety.

Disciplinary action may be taken against you if you are aware that harassment of any nature is taking place against any person, but you fail to report it immediately to your immediate Manager or the Managing Director.

If we become aware of discrimination of any nature taking place, but the person suffering such discrimination does not wish to make a formal complaint, then we reserve the right to investigate the matter in any event and to take such formal action as we deem necessary so that we can properly comply with our duty of care toward our employees at all times.

THE COMPANY WILL NOT TOLERATE DISCRIMINATION OF ANY NATURE AT ANY TIME.

EQUAL OPPORTUNITIES GRIEVANCE PROCEDURE

If you feel you are being subjected to Discrimination and/or Harassment of any nature you should use the following procedure:-

1. INFORMAL PROCEDURE

1.2 If you feel that you are subject to harassment and/or discrimination you should, if possible advise your harasser that the behaviour is unwelcome, must be stopped and is interpreted as harassment and/or discrimination within the terms of the Company's policy statement. If preferred, you may do this in writing.

1.3 If the behaviour does not cease or you find approaching the harasser difficult, further informal assistance is available. Employees, who wish to discuss such a complaint in confidence, should contact the Managing Director.

2. FORMAL PROCEDURE

(i) Where the informal method described above fails or serious harassment or discrimination occurs, you are advised to bring a formal complaint against the harasser. The complaint should be made in writing and where possible state the following: -

- (a) the name of the harasser;
- (b) the nature of the harassment;
- (c) the date and time when the harassment occurred;
- (d) the names of any witnesses to the harassment;
- (e) details of any action already taken by the complainant to stop the harassment.

(ii) The complaint should be sent to the Managing Director. Immediately a complaint of harassment is received, action will be taken to separate the harasser from you if appropriate. This may involve temporary transfer of the harasser or you to another department or suspension of the harasser with pay until the complaint has been resolved.

(iii) The Managing Director will appoint a senior member of Management to carry out a thorough investigation as quickly as possible, maintaining as much confidentiality as possible at all times. You should be aware however, that if the complaint is to be investigated, other employees might have to be asked for witness statements.

(iv) All persons involved in the investigation are expected to respect the need for confidentiality. Failure to do so will be considered a disciplinary offence.

(v) Copies of any witness statements will be made available to the harasser and yourself. Witnesses will be encouraged to appear at any investigation or disciplinary hearing instigated as part of this process. It is acknowledged that some witnesses may be reluctant to do so and forced participation will not occur. In these circumstances, if necessary, the hearing will be adjourned in order that supplementary questions may be asked of witnesses in private.

(vi) You may, if you choose to do so have a colleague of your choice, to support you throughout the procedure and any hearing. The employee or user accused of harassment or discrimination will ordinarily face disciplinary action in accordance with our disciplinary procedure.

(vii) If discrimination or harassment is proved the severity of the penalty imposed on the harasser will be consistent with those detailed in the disciplinary procedure. The result of any investigation and disciplinary hearings will be confirmed in writing to both employees.

(viii) If you are not satisfied about the way your complaint has been handled you may appeal to the Managing Director. The appeal should be made in writing within 5 working days of the first hearing. The decision of the Managing Director will be final and will be given to you in writing.