



BELFRY PROPERTY SERVICES LIMITED

EQUAL OPPORTUNITIES POLICY

Equal Opportunity Policy

The Company is committed to eliminating discrimination in the workplace and the promotion of equal opportunities for all employees. It is the policy of the Company to:

- Ensure that no job applicant or employee receives less favourable treatment (directly or indirectly) on the grounds of sex (including sexual orientation), race, colour, nationality, ethnic or racial origins, marital status, religion or disability (sex, race etc), whether in recruitment, training, promotion or other aspects of employment, or suffers disadvantage by conditions or requirements which cannot be shown to be related to their ability to work safely or effectively for the Company.

Avoid any unjustifiable requirements or practices, which have a disproportionately adverse effect on any applicant or employee by reason of sex, race etc.

Encourage all employees to realise their full potential and to ensure that there is equality of pay for similar work or work of equal value within the Company.

All employees of the Company whether permanent, full or part-time or temporary are required to work in conformity with this policy. No employee has any authority to contravene this policy and disciplinary action will be taken against those who do.

It is the responsibility of all employees to respect the principle of equal opportunity to avoid discrimination of fellow employees and not to act in such a way as to impede the application of this policy. Any breach of this policy will be regarded as a serious breach of discipline, which may lead to dismissal.

THE LEGISLATION

It is essential that all employees understand the relevance and significance of Equal Opportunities legislation.

The Sex Discrimination Act 1975 makes it unlawful in the employment field to discriminate directly or indirectly against any person (man or woman) on the grounds of sex or marital status.

The Race Relations Act 1976 makes it unlawful in the employment field to discriminate directly or indirectly against any person on the grounds of race, colour, nationality, ethnic origin or national origin.

The Equal Pay Act 1970 (amended 1984) aims to remove discrimination between men and women in terms of pay and other conditions of their contract of employment.

The Disabled Persons (Employment) Act 1944, 1958 aim to assist people with disabilities to obtain suitable employment which makes the best use of their skills and abilities.

Disability Discrimination Act 2004 to ensure where reasonable that access is provisioned for disabled people.

RESPONSIBILITY

Both the employer and individual employee can be liable for prosecution under Equal Opportunities legislation. The employer must be able to demonstrate that its employment policies and practices are applied fairly and effectively throughout the organisation. It will be necessary to ensure that information and training on equal opportunities has been made available to all employees to avoid liability in individual instances.

Employees must not victimise or retaliate against an employee who has made allegations or complaints of sex or racial discrimination, or discrimination on the grounds of disability orientation, or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure.

Employees should support colleagues who suffer such treatment and are making a complaint.

DISCRIMINATION

Definition

The law defines discrimination within two main categories, viz,

- i) Direct
- ii) Indirect

Direct Discrimination

This refers to the situation in which one individual is treated less favourably than another on the basis of sex, marital status, disability or race.

The most probable areas in which discrimination could become apparent would be during recruitment, promotion, redeployment and termination.

Indirect Discrimination

Indirect discrimination occurs when a requirement or condition which cannot be justified on grounds other than sex or race, is applied to men and women equally, but has the effect of disadvantaging a high proportion on one sex or racial group than another.

Exemptions

The Sex Discrimination and Race Relations Acts do allow for an employer to specify the sex or race of a person on special conditions.

For example, for reasons of decency, authenticity or to provide personal services promoting welfare.

Care must be taken not to dismiss the capabilities of any candidates purely on assumptions of physical strength or stamina.

Capabilities must be accurately assessed with the co-operation of the person involved.

Disability

It is in the company interest that the best possible persons for the job on offer are selected.

To this end, it is most important the applications from disabled persons are given fair and equal consideration and attention should be concentrated on their ability to perform the job, rather than on their disability or appearance.

On appointment disabled staff should be given proper consideration for training and promotion opportunities.

Recruitment and Selection

The employment process must result in the selection of the most suitable person for the job in respect of experience, abilities and qualifications.

To do so, it must be fair, unbiased and objective and will apply equally to recruitment, assessment, redeployment or redundancy procedures.

This policy is designed to:

- * Ensure that no criteria, condition or requirement which cannot be shown to be relevant to the performance of the job is applied in the selection process
- * Remove intentional or unintentional discrimination from recruitment and selection processes and ensure that consistent use is made of the available guide-lines.
- * Develop professional awareness in all personnel involved in the recruitment, selection and placement process, offering training and information where appropriate. Care should be taken to avoid past discriminatory practices.

Advertising

Recruitment publicity must positively encourage applications from all suitable qualified and experienced people.

When advertising job vacancies, in order to attract applications from all sections of the community, the employer will, as far as is reasonably practicable:

- i) Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the number of applicants of a particular gender or racial group.
- ii) Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender or racial group.
- iii) Avoid prescribing any requirements as to marital status.

- iv) Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees or any particular race or gender.
- v) The employer will not recruit new employees solely on the recommendation of an existing employee.
- vi) The setting of age limits, as a matter general recruitment policy or as a criterion of any specific job must be justifiable and non-discriminatory.

Harassment

Definition

Harassment is described by the Equal Opportunities Code of Practice As:-

"Unreciprocated and unwelcome comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee's job security or create an intimidating working environment. Harassment can be sexual, racial, directed against lesbians or gay men, or people with disabilities."

All employee's have the right to be treated with dignity and respect.

It is to this end that harassment in any form will NOT be tolerated.

Any person falling victim to discrimination, victimisation or harassment within the workplace is encouraged to report such incidents to any member of the company management.

The manager WILL carryout a full investigation and report his/her findings in writing to both the Managing Director and the complainant within a reasonable time-scale.

Monitoring

Belfry Property Services are committed to ensuring that the policy will be implemented.

The policy will be subject to continuous monitoring and review as necessary.

Enforcement will be applied through the company disciplinary procedures.

The Management will ensure that employee's will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation.

Retaliating against an employee for complaining about harassment is a disciplinary offence.

Promotion, Transfer and Training

The company will take such measures as may be necessary to ensure the proper training, supervision and instruction for those in line management in order to familiarise them with the policy on equal opportunities. This will in be order to help them identify any discriminatory acts or practices and to ensure that they promote equal opportunity within the areas for which they are responsible.

All persons responsible for selecting new employees or employees training, whether induction or promotion/job related training, or for transfer to other jobs, will be instructed not to discriminate on gender or racial grounds and on the grounds of the employee's disability or sexual orientation.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.

When a group of workers predominantly of one race or sex is excluded from access to promotion, transfer and/or training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful, indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races and both sexes with different career patterns and general experience.

For And On Behalf Of Belfry Property Services Limited