

Equal Opportunity, Victimisation & Harassment Policy

1. Statement of Policy

Birdsall Services Limited recognises its legal obligations including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disability Discrimination Act and the Part-time Workers legislation.

This Equal Opportunities, Victimisation and Harassment Policy Statement is designed to implement the commitment of Birdsall Services to equal opportunities.

It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects this policy statement.

The aim of the policies is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return to both the employer and the employees.

If equal opportunities are not applied, then valuable talent and potential are wasted.

Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance.

As well as being unlawful it affects profitability and morale. It is therefore vital that every employee understands his or her responsibilities.

Birdsall Services takes equal opportunities very seriously and wilful failure to apply the policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action, which may include your dismissal.

In achieving the above, the company seeks to employ a workforce which reflects the diverse community at large because Birdsall's values the individual contribution of people irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.

All employees will be treated with dignity and respect. The company will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation.

2. Responsibility

The Managing Director will have ultimate responsibility for the implementation of this policy and its effective implementation and ensures publication of this policy to all employees and interested third parties as appropriate.

3. Our commitments

Recruitment and Selection

All employees will be selected on the basis of their ability and aptitude. In doing so the company undertakes to ensure that the system of recruitment and selection is fair and does not unfairly disadvantage any particular group.

In order to ensure this, the company commits to using a wide selection of advertising mediums including the local Employment and Career Advisory services to ensure that those members of the community who are underrepresented within the organisation, can be reached.

The recruitment process will be periodically reviewed to ensure that there is no discrimination and applications are not inadvertently discouraged from any groups within community. The company commits to ensuring that all job adverts are written in such a way that they do not place any unfair restrictions or requirements on any particular groups. All job adverts will demonstrate Birdsall's commitment to equality opportunity.

All employees who have responsibility for recruitment and selection will be trained on equality issues.

Training and Promotions

The company commits to ensuring that all employees are offered training, given benefits and promoted in line with organisation needs as well as individual aptitude and ability. All employees will be helped and encouraged to develop to their full potential so that the talents and resources of the workforce are fully utilised to maximise the efficiency of the company.

Birdsall commits to monitoring the take up of training and promotion opportunities and where any significant gaps are identified, then positive action to correct the imbalance will be taken.

Monitoring

The company undertakes to monitor the make-up of its employees on the basis of gender, disability, nationality and ethnic group. The monitoring will be carried out on the following groups:

- Those applying for roles
- Those taking up training and promotion opportunities
- Leavers
- Those being disciplined or dismissed
- Current employees of the organisation

The purpose of this monitoring is to ensure no group is disadvantaged. If it is found that any group is disadvantaged, then positive action will be taken following investigations to correct this imbalance.

Disabled Employees

If an existing employee becomes disabled, the company will make every effort to retain him or her within the workforce whenever reasonable and practicable.

Whenever reasonably practicable to do so will install in existing premises facilities for people with disabilities. Whenever the company invests capital in new or refurbished premises every practicable effort will be made to provide for the needs of staff and customers with disabilities.

Breach of Policy

The company will not tolerate acts which breach this policy and all instances of such Behaviour, or alleged behaviour, will be taken seriously, fully investigated and may be subject to the disciplinary procedures.

Birdsall's seeks to give all employees equal opportunity and encouragement to progress within the company by implementing a positive action plan.

Any employee who believes that they may have been subjected to treatment that breaches this policy may raise the matter through the grievance procedure.

Harassment

Birdsall Services interpretation of harassment means any conduct which is unwanted by, or offensive to, an individual. It may relate to gender, sexual orientation, marital status, age, race, colour, nationality, ethnic origin, religion or disability.

Harassment also relates to behaviour that can cause an individual to feel threatened, humiliated and/or undermined within the workplace, such as being ignored by colleagues or subjected to bullying.

The company regards harassment of any kind as unacceptable and it can result in disciplinary action. It is important to remember that it is not the intention of the perpetrator that is key in deciding whether harassment has occurred but whether the behaviour is unacceptable by normal standards. The type and degree of harassment that has occurred is therefore based on a subjective judgement.

The Company does make a distinction between harassment, which is unwanted attention, and attention, which is desired by an individual, i.e. consensual behaviour.

Behaviour which can constitute harassment includes:

- Offensive, abusive or intimidating behaviour
- Unwanted physical contact ranging from unnecessary touching, patting, pinching or brushing against another employee's body to assault and coercing sexual relations, leering, whistling or making sexually suggestive gestures
- Unwelcome sexual advances, propositions or pressures for sexual activity.
- Suggestions that sexual favours may further an employee's career or a refusal may hinder it (e.g. promotions, salary etc)
- Suggestions for social activity within or outside the workplace after it has been made clear that such suggestions are unwelcome
- Offensive flirting, suggestive remarks, innuendoes or lewd comments
- The display of pornographic or sexually suggestive images, objects or written materials, sending of sexually harassing messages or images via electronic mail
- Intrusion by pestering, spying and stalking
- Dismissing or denying an individual employment opportunity (e.g. employment or promotion) based on gender, sexual orientation, marital status, age, race, colour, nationality, ethnic origin, religion or disability
- Conduct that denigrates, ridicules, intimidates or involves physical abuse of an employee because of gender, sexual orientation, marital status, age, race, colour, nationality, gender reassignment, ethnic origin, religion or disability

All employees should consider whether their actions could be deemed to be inappropriate or offensive to others at all times.

As part of the company's integrated management system, this policy will be periodically reviewed to ensure effectiveness.

Approval

This statement has been approved by the organisation's board of directors, who will review and update it annually.



Paul Birdsall
Managing Director
Birdsall Services Ltd

Date: 1st March 2018