

Equal Opportunities Policy

Subject	Equal Opportunities Policy
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Purpose

To outline the Company's policy regarding Equal Opportunities and the positive promotion and commitment to this. The company abides by current legislation and regulation on Equal Opportunities in accordance with the Equality Act 2010.

This policy also outlines the company's stance on Harassment and the guidelines for employees who feel that the treatment they are receiving is harassment and wishes to raise a grievance regarding this.

Scope

This policy covers all employees of the Company.

Policy Statement

The Company recognises and believes that it is unlawful to discriminate directly or indirectly, because of any of the nine "protected characteristics" in the Equality Act 2010. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Discrimination covers any less favourable treatment and includes harassment.

Every employee or potential employee will be treated equally in relation to recruitment, training, payment, development, promotion and discipline. No employee will be disadvantaged by any conditions of employment or other requirements which cannot be justified on operational grounds. The Equal Opportunities Policy will apply at all stages from recruitment, throughout employment to issues of termination of employment.

All employees have a personal responsibility for the practical application of this equal opportunities policy. The Equality Act 2010 makes it unlawful for employees to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of goods and services.

The Equality Act 2010 covers the concept of **associative discrimination**, which is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although this does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

In addition, **perceptive discrimination** is also covered in the Act. This is where an individual is directly discriminated against or harassed based on a perception that he or she has a particular protected characteristic when he or she does not, in fact, have that protected characteristic (although this does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).



Any employee found to have treated another employee less favourably, in any way, whether directly or indirectly, through means of associative or perceptive discrimination may be disciplined and/or dismissed, the penalty being dictated by the severity of the offence.

Should any employee feel that they have been subjected to discrimination or harassment by a customer or supplier, they should inform the Company of this immediately.

Equal Opportunities practice and procedure

Recruitment

All recruitment procedures followed by the Company will be on the basis of fair and objectively justified criteria that do not apply any requirements or conditions that are not necessary for the needs of the post or the business.

Job specifications will relate solely to the requirements for the performance of the job.

Where job applicants have a disability the position of the applicant will be reviewed and all possible steps will be taken to ensure that the applicant does not suffer from any avoidable disadvantage in the recruitment process

Reasonable Adjustments for Disability

In the case of disability, the Company will give consideration to any practical steps that may be taken to ensure disabled individuals are not disadvantaged in the Company's workplace.

If an employee is experiencing difficulty at work due to a disability he/she should contact his/her line manager to discuss what adjustments can be made.

Harassment

The Company does not permit any form of harassment in its workplace, and it regards harassment as particularly serious where it is based upon any of the protected characteristics as stated in the Equality Act 2010.

Harassment will be regarded most seriously and will be treated as gross misconduct under the Company's Disciplinary Procedure.

The Company will regard harassment as any unwanted conduct that affects the dignity of the individual in the workplace or affects their working environment, for example:-

- "banter" or jokes that make fun of an individual's race, gender disability or sexual orientation, age or personality, or which is unwelcome to the person concerned
- the display of material that has sexual or racist connotation;
- behaviour that is directed to someone because of their disability, or comments about an individual's ability to carry out the job because of his or her disability; or
- Bullying or intimidating behaviour.



It should be noted that:

- Harassment may be verbal or non-verbal.
- sexual or racial banter may amount to harassment and should be avoided;
- Any of the above committed outside the workplace or outside working hours will be regarded by the Company as harassment if it affects the working environment.
- A single act or incident can amount to harassment.
- It may still amount to harassment if you consider your conduct to be acceptable where the recipient does not.

Complaints

If an employee feels that they are being unfavourably treated by any other employee (whatever their position within the Company) it should be immediately arranged to discuss the matter with their Line Manager in accordance with the Company's grievance procedure. Where the Employee feels that their Line Manager is responsible for the unfavourable treatment, the matter should be raised with the Directors.

The Company may not know of the problems the employee is experiencing and if not, may not be in a position to take any action. There is, therefore, an onus on the employee to bring these matters to the attention of the Company, as soon as possible.

The Company undertakes to immediately investigate any concerns an employee may have. Notification of the company's findings and its intentions will be provided as soon as practicable.

An employee will not be victimised in any way for making any such complaint and the complaint will be dealt with seriously and in confidence. Victimisation occurs when an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he or she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so, or being about to do so. The definition is no longer based on less favourable treatment.

The policy itself is subject to annual review.

Contacts

Office Branch Manager – Lucy Staines lucy@zoomrecruitment.co.uk

Sales Director – Elle-Louise Tucker elle@zoomrecruitment.co.uk

Written complaints can be addressed to:

Zoom Recruitment Services Ltd, Regus House, Elmfield Park, Bromley, BR1 1LU

