



**Williams Roofing Ltd
73a Pendas Way
Crossgates
LEEDS LS15 8HU**

EQUALITY AND DIVERSITY POLICY

EQUAL OPPORTUNITIES POLICY

The company wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status or disability.

We believe that it is in the company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise.

To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce, which broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.



**Officer Responsible for Equal Opportunity Policy
Dave Williams. Managing Director.**

**LHCP Officer
Ian Richardson. Project Manager Property Management Services**

**Specific Support & Assistance Officer
Rich Jones. ACAS**

EQUALITY POLICY

1. PURPOSE

The purpose of this policy is to promote fair and equal treatment for all employees, job applicants, customers, suppliers and visitors, irrespective of any personal characteristics such as gender, race, disability, sexual orientation, religion or belief and age.

2. SCOPE

This policy relates to all aspects of employment, including individual standards of behaviour, the advertisement of jobs, recruitment and selection, training and development, appraisal, pay, promotion and leaving the company. The principles apply equally to all dealings with customers, suppliers and visitors.

3. STATEMENT OF POLICY

The company is committed to providing fair and equal treatment for all staff, customers, suppliers and visitors. All staff are expected to treat everyone with whom they come into contact with dignity and respect and they should be aware of the importance the company attaches to this policy. Breaches of this policy will be classed as a disciplinary offence and dealt with accordingly.

4. LEGAL OBLIGATIONS

In applying this policy the company will take account of current and future equality legislation (and associated codes of practice) including, but not limited to, the following:



- Sex Discrimination Act 1975 (as amended)
- Race Relations Act 1976 (as amended)
- Disability Discrimination Act 1995 (as amended)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006

The above legislation protects individuals against direct discrimination, indirect discrimination, harassment (including bullying) and victimisation because of their personal characteristics (i.e. gender, race, disability, sexual orientation, religion or belief and age).

- **Direct discrimination** is treating a person less favourably because of a particular personal characteristic.
- **Indirect discrimination** is applying a criteria or practice equally to all people but which has the effect of disadvantaging one group of people.
- **Harassment** is unwanted behaviour which affects the dignity of others.
- **Bullying** is a form of harassment which is normally related to an abuse of power.
- **Victimisation** is treating a person less favourably because they have asserted their rights under this policy or equality legislation (i.e. made, or assisted with, a complaint).

5. RESPONSIBILITIES

All staff are expected to have read and understood this equality policy, ensure they behave in accordance with its principles and immediately report any breaches witnessed.

All Managers are responsible for ensuring this equality policy is understood and complied with by staff in their area and for dealing with breaches and complaints (whether reported or not) seriously, speedily, sensitively and confidentially.

Any breach of this policy will be treated as a disciplinary issue. Additionally, if legal requirements are contravened, both the company and the employee concerned may be liable to legal proceedings and risk having unlimited damages awarded against them.



6. IMPLEMENTING THIS POLICY

Below are some examples to illustrate how this policy impacts on all work policies and practices. This list is not exhaustive as each situation must be considered on its merits.

General standards of behaviour

The company expects staff to conduct themselves in a professional and considerate manner at all times. The company will not tolerate behaviour such as:

- Physical violence
- Shouting or swearing
- Rudeness
- Isolating, ignoring or refusing to work with certain people
- Telling offensive jokes or name calling
- The display of offensive material such as pornography or sexist/racist cartoons
- Lewd gestures or remarks
- Distribution of offensive material via email / sms message

It is no defence for staff to say they did not intend their behaviour to cause offence, or to blame individuals for being over-sensitive as it is for the recipient of the behaviour to decide what they consider to be offensive. It is the impact of the behaviour rather than the intent which is important.

Recruitment and selection

Individuals involved in the recruitment and selection of staff will ensure the company recruitment and selection policy is adhered to and that:

- A carefully worded and objective job description/person specification is produced for all vacancies, outlining the essential skills, knowledge and experience required
- Job advertisements are agreed by the HR Department and circulated to encourage applications from all sections of the community
- Short-listing is based on objective criteria relevant to the job



Training, Development and Promotion

The company will ensure that irrespective of any personal characteristics:

- The training necessary to implement this equality policy is provided
- All employees are encouraged to achieve their full potential
- Selection for all training, career development opportunities and job moves will be purely on the basis of merit
- Appraisals of performance will be conducted objectively and on time
- Selection for promotion will be purely on the basis of merit

Meeting Individual needs

As far as possible the company will try to meet the needs of individuals at work. For example:

- Working patterns – wherever possible training courses and meetings should be planned to allow attendance by part time staff
- Disability – disabled staff and customers should be consulted about any reasonable adjustments which could be made to allow them to better perform their functions
- Religious practices – it may be necessary to provide time off for prayer or religious festivals or relax dress standards to meet religious needs

7. COMPLAINTS

If staff feel this policy has been breached they should try to speak to their manager in the first instance, who will ensure all issues are investigated and dealt with appropriately.

Formal complaints about breaches of this policy can be made using the company's grievance procedure, and complaints should be made via managers or the HR department as appropriate.

Further advice and support regarding complaints can be obtained from managers, the HR department or trade union representatives.



8. MONITORING, REVIEW AND CONSULTATION

The effectiveness of this policy will be monitored through the collation of statistics relating to all recruitment and selection/promotion exercises, staff in post, training, discipline and staff exits broken down by :

- Gender
- Race
- Disability
- Age
- Any other areas where it is perceived problems exist.

The results of this monitoring will be published.

This policy will be reviewed annually to ensure it remains current and links appropriately with other policies. Staff and their representatives will be consulted as part of the review process.

The principles of this policy will also be considered when developing other new organisational policies.