

## Introduction

John Hellens (Contracts) Limited is committed to providing equal opportunities in employment and demonstrating that it values the diversity of its workforce.

The aim of this policy is to avoid unfairly discriminating against any job applicant or employee, when recruiting or at any time during employment, and in all cases only to consider factors which are relevant to someone's ability to perform the job well.

It is also the Company's responsibility to prevent anyone being treated unfairly, victimised or being harassed for any reason during employment, and the Company will take appropriate action when necessary to ensure all employees abide by this policy at all times.

We are committed to observe as far as possible to the Equality and Human Rights Commission's Codes of Practice for

- \* Employment
- \* Equal Pay, and
- \* Services, Public Functions and Associations.

We will comply with the following Acts and their subsequent amendments; Human Rights Act 1998, Part Time Working Regs 2000, Employment Act 2002, Equality Act 2010.

We will monitor the action plan and review the progress we have made each year, to make sure the policy is achieving its aims.

## Scope

This procedure applies to all employees (and potential employees) recruited specifically for, and engaged exclusively on, Company work, regardless of their employment status

## Responsibility

It is the responsibility of the (Manager/Director) to regularly review the Policy to ensure its continuing compliance with relevant employment legislation.

All employees, and in particular Supervisors, Managers etc., have responsibilities to ensure the continuing success of the implementation of the Procedure by:

1. Refraining from harassment and discrimination
2. Bringing to the attention of Management any suspected practices in breach of this Procedure
3. Ensuring that selection for promotion, training, work allocation etc., is carried out in a non-discriminatory manner
4. Working together to promote a harmonious working environment and eliminating discrimination and harassment.

## Our Commitment to Achieving Quality and Valuing Diversity

The Company believes:

1. in a fair society that gives everyone an equal chance to learn, work and live free from discrimination, harassment, bullying and prejudice
2. that the diversity of the Company is an asset to our community
3. in fighting discrimination.

The Company is committed, under this policy, to do its best to prevent its employees/staff from unfair discrimination because of:

## Age

Age Discrimination occurs when a person is treated less favourably on the grounds of age than a person of a different age would be treated in the same or not materially different circumstances. Such discrimination may be direct or indirect.

Age diversity within the workforce is promoted and valued through:

1. Challenging age stereotyping
2. Recognising the benefits of a mixed-age workforce.

## Our Commitment to Achieving Quality and Valuing Diversity (continued)

### Disability

The definition of Disability under the Disability Discrimination Act is:

**“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.** People who have a disability and people who have had a disability, but no longer have one, are covered by the Act. HIV infection, multiple sclerosis and cancer are considered to be disabilities from the point of diagnosis.

The abilities of disabled people are recognised and valued at all levels of recruitment and of the organisation through:

1. focusing on what people can do rather than on what they cannot
2. challenging stereotypes about people with disabilities
3. making appropriate adjustments in the workplace to help people with disabilities achieve their full career potential
4. protection against harassment or victimisation.

### Employment Status

Regardless of a person’s role within the Company, on a full time basis, fixed term contract basis or part time basis, their input is vital to our

success and all employees will be treated fairly under the rules of this policy.

### Ethnic or National Origins, Race or Colour

The racial and cultural diversity of our communities is represented at all levels of the organisation through:

1. challenging racial stereotypes
2. understanding, respecting and valuing different backgrounds and perspectives.

Racial grounds include race, colour and nationality (citizenship or ethnic/national origin). Groups defined by reference to these groups are referred to as racial groups.

### Marital Status

This occurs when a person who is married or who has a civil partner of either sex is treated less favourably on the grounds of marital status

than a person of either sex who is not married or has a civil partner. Such discrimination may be direct or indirect.

### Religious or Political Beliefs

A Religion or Belief is defined as being any religion, religious belief or similar philosophical belief. This does not include any philosophical or

political belief unless it is similar to religious belief.

People are treated fairly in the workplace irrespective of their religious or political opinions by recognising individual’s freedom of belief and

right to protection from intolerance and persecution.

### Responsibilities for Children or Dependents

Parents and people with dependents are treated fairly in the workplace irrespective of their commitments to their dependents.

### Gender and Gender Identity

Women and men are fully and properly represented and rewarded for their contribution at all levels of the organisation through:

1. challenging gender stereotypes
2. supporting employees in balancing their work and home life
3. and protection against harassment or victimisation

Similarly people who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. The Company will take positive steps to support a trans-gender person and ensure he/she is treated with dignity and respect.

**Our Commitment to Achieving Quality and Valuing Diversity** (continued)

**Sexual Orientation**

This occurs when a person is treated less favourably on the grounds of sexual orientation than another person of the opposite sex or different sexual orientation would be treated in the same or not materially different circumstances. Such discrimination may be direct or indirect.

People are treated fairly in the workplace irrespective of their sexuality through:

1. respecting different lifestyles
2. challenging negative stereotypical views
3. and protection against harassment or victimisation

**Trade Union Activities**

Trade union representatives are entitled to perform their duties without any negative impact on themselves from their peers or the Company.

**Unrelated Criminal Convictions (where this is possible)**

People with unrelated criminal convictions are treated fairly in the workplace, and confidentiality will at all times be preserved.

**Direct Discrimination**

Direct discrimination occurs when a person is treated less favourably, on the grounds of their sex, sexual orientation, gender reassignment, marital or civil partnership status, race, disability, age, or religion or belief.

**Indirect Discrimination**

Indirect discrimination occurs when treatment which appears to be plausible and motivated by innocent considerations unconnected with sex, sexual orientation, marital status or civil partnership status, race, age, disability, religion or belief, nevertheless has an excessively adverse effect on members of a particular group.

If such a requirement cannot be justified by the employer, it may be deemed unlawful. An employment tribunal may make a finding of unlawful discrimination even though an employer has no intention to discriminate.

**Breach of this Procedure**

Discrimination, victimisation and harassment are disciplinary offences and will lead to action being taken against the offending employee that may result in dismissal.

It should be noted, however, that if any employee raises a complaint, which upon investigation is proven to be deliberately malicious, then that employee would become the subject of disciplinary action, which may lead to dismissal.



**Simon Thorpe**  
**Managing Director**  
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