

# EQUAL OPPORTUNITIES AND DIVERSITY POLICY



## POLICY STATEMENT

Oak Dry Lining Limited is committed to eliminating discrimination and promoting equal opportunity. We will encourage, value and manage our diverse workforce and aim to ensure equality and respect for all. We will show existing and potential employees the behaviours and attitudes we expect from them, what is not acceptable and what they can expect of Oak Dry Lining Ltd. We aim to employ a workforce that is representative of the communities in which we work.

## PURPOSE

The aim of this policy is to provide rules and procedures which seek to eradicate incidents of discrimination, harassment or bullying across the company.

## SCOPE

This policy applies to all permanent full-time and part-time, or temporary staff (monthly paid employees).

Line managers/directors must be familiar with the provisions of this policy. They must apply management judgment in deciding how to deal with the particular circumstances covered by this policy, as they arise, in a fair and consistent manner.

This policy will be automatically updated by amendments to the Oak Dry Lining Ltd policies and procedures or subsequent changes in employment legislation.

## OBJECTIVES

- To optimise business performance through people by recognising, managing and utilising employee diversity.
- To value everyone as an individual recognising that everyone is different and everyone has different needs at work.
- To respect people's differences and treat everyone with dignity and respect.
- To support every individual to achieve their potential.
- To create a culture in which everyone feels valued as an individual and is motivated to give their best in their jobs.
- To comply with legislation and to demonstrate best practice.
- To ensure the people we recruit have the behaviours and attitudes to deliver services that meet the needs of our business.

## Principles

Equal opportunities play an essential role in tackling skills shortages, helping us to retain knowledge and experience, widening the recruitment base and attracting more business. Through putting the equal opportunities policies into action we also enjoy a number of other advantages including;

- Reduced staff turnover which ultimately means savings in recruitment costs and training, leading to an improvement in motivation and performance which in turn, can reduce turnover levels
- A broadening of the "talent base" which develops people's abilities faster and further and opens up the potential for new and flexible approaches
- A healthy and productive working environment
- An improved corporate image with prospective employees and customers

## **LEGISLATION & CODES**

Employees rightly expect to be treated fairly and considerately and this expectation is generally supported by the law; Oak Dry Lining Ltd is committed to and will vigorously enforce this Equal Opportunities Policy and its compliance with the principles of the:

2010 – Equality Act  
1998 – Human Rights Act (as amended)  
1970 – Equal Pay Act  
1974 – Rehabilitation of Offenders’ Act  
1975 – Sex Discrimination Act  
1976 – Race Relations Act  
1995 – Disability Discrimination Act  
2000 – Part time workers’ Regulations  
2000 – Race Relations (Amendment) Act  
2002 – Fixed-term Employees’ Regulations  
2002 – Employment Act  
2003 – Employment Equality (Religion or Belief) Regulations  
2003 – Employment Equality (Sexual Orientation) Regulations  
2006 – Equality Act  
2006 – Code of Practice on Racial Equality in Employment  
2006 – Employment Equality (Age) Regulations 2006  
2006 – Code of Practice on Racial Equality in Employment  
2006 – The Racial and Religious Hatred Act 2006  
2006 – Immigration, Asylum and Nationality Act  
2006 – Work and Families Act

## **RESPONSIBILITY**

Oak Dry Lining Ltd will take whatever reasonable steps are necessary to ensure that this policy is fully implemented and monitored. Responsibility lies with the Board of Directors for the introduction and monitoring of the Policy.

The Directors will review how the policy is working in practice.

All employees also have a responsibility for ensuring its effective implementation. In this respect, employees should:

- co-operate with any measures introduced to develop equal opportunities;
- refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of this policy;
- not harass, abuse or intimidate other employees contrary to any of the grounds identified in this policy;
- not instruct, induce, or attempt to induce or pressurise other employees to act in breach of this policy.

Breaches of the Company’s Equal Opportunities Policy and procedures may result in the Company’s disciplinary procedure being invoked against the individuals responsible or involved.

## **IMPLEMENTATION**

### **Recruitment and Selection**

Oak Dry Lining Ltd will recruit from all sectors of the community and will seek to ensure wherever possible that the composition of its workforce reflects the diversity of the communities in which it operates.

Oak Dry Lining Ltd will provide equal opportunity to all employees and job applicants in all areas of the employment relationship, from advertising, recruitment and selection, training, conditions of service to termination of employment. No employee or job applicant will be more or less favourably treated than

another on the grounds of gender, race, ethnic origin, nationality, colour, marital status, sexual orientation, age, disability, religious beliefs or trade union membership. Job descriptions will include details of the main requirements of the job and will be objective and job related. The wording will not exclude members of potentially disadvantaged groups. All advertisements, application forms and other recruitment material will clearly state that we are an equal opportunities employer.

Selection will be based solely on merit related to the effective performance of the job. Each individual will be assessed against a set of objective, non-discriminatory criteria which will be directly related to the demands of the particular vacancy in order to ensure the best possible candidate for the role. Oak Dry Lining Ltd will ensure that employees responsible for selection receive appropriate guidance, in order that they do not discriminate, whether consciously or unconsciously, when making these decisions.

### **Promotion**

Appointment and promotion within Oak Dry Lining Ltd will be determined solely on merit related to the effective performance of the job.

Applicants for promotion will be considered only on the basis of their skill, aptitude, experience and suitability for the vacancy in order to ensure the best possible candidate for the role. The Company will however consider enlarging the pool of applicants for promotion where this proves necessary to ensure that, in accordance with its Equal Opportunities Policy the pool of applicants is capable of fairly representing all sectors of the population.

### **Training**

Oak Dry Lining Ltd provides training opportunities for all employees within the group. Training is aimed at developing individual employees, improving their ability to do their jobs more effectively and, in turn, improving the efficiency of the company. All employees are eligible to participate in appropriate training and development programmes and will be provided with relevant training assistance to help them compete, on an equal basis, for job opportunities and promotion.

### **Terms and Conditions of Employment**

All employees will receive the same standard terms and conditions of employment as detailed in the staff handbook, or, where applicable the Construction Industry Joint Council's Working Rule Agreement.

No individual will be treated more or less favourably than another on the grounds of race, colour, religion, nationality, ethnic origin, sex or sexual orientation, age, marital status, responsibility for dependants, disability, political or personal convictions and membership of trade unions. All employees will be treated in a fair and consistent manner with regard to equal pay, training, promotion, flexible and part time working, discipline, redundancy and dismissal.

### **Termination of Employment**

The decision to terminate an individual's employment through either redundancy, conduct or performance will be made after the implementation of the respective company procedure. Oak Dry Lining Ltd will not use the individual's race, colour, religion, nationality, ethnic origin, sex and sexual orientation, age, marital status, and responsibility for dependants, disability, political or personal convictions and membership of trade unions as a basis for the decision or in any part of the decision making process.



**Chris Vadar**  
**Managing Director**  
**Oak Dry Lining Limited**  
**July 2020**