

Equal Opportunities & Diversity Policy



Policy & responsibilities

Document History

Date	Rev	Comments

Prepared By		Date
Michael Pearson		26/06/2023

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Equal Opportunities & Diversity Policy Statement

M Pearson Roofing Services In our recruitment policy we are an 'equal opportunities employer' and are committed to and support the principle of equal opportunities in employment (and in the provision of services). M Pearson Roofing Services opposes all forms of unlawful or unfair direct or indirect discrimination on the grounds of sex, race, colour, nationality, ethnic or national origin, marital status, sexual orientation, disability, religion or belief or age. M Pearson Roofing Services believes that appealing to a diverse customer base and having a workforce which reflects the communities in which it operates are good for business and in line with our commitment to conduct business ethically.

We believe that it is in the best interests of M Pearson Roofing Services, and all those who work for them to ensure, that the talents and skills of people throughout the community are considered when employment opportunities arise.

M Pearson Roofing Services will take every step to ensure that individuals are treated equally and fairly and that decisions on recruitment and selection, training, promotion, and career development are taken solely on job related criteria.

M Pearson Roofing Services welcomes customers from all backgrounds and will make every effort to ensure that it meets their individual needs by adapting its services and the way in which they are delivered to make them accessible and appropriate to a diverse customer base.

Unfavourable treatment based on the grounds set out in the opening paragraph of this policy will be considered contrary to our policy under matters for disciplinary action.

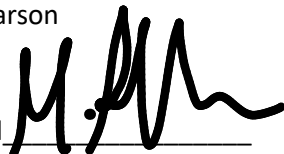
The Directors of M Pearson Roofing Services fully support the aims and objectives of this Policy Statement and all Employees are responsible for playing their part in its objectives.

M Pearson Roofing Services will:

- Treat allegations of discrimination with the utmost seriousness including in circumstances where the members of staff concerned have had a romantic or sexual relationship.
- Examine and review existing procedures for recruitment, selection, promotion, training, discipline and dismissal and delivery of services or products.
- Monitor the workforce and our customer base and the effects and application of this Policy.
- Develop mechanisms for identifying and resolving grievances or complaints about discrimination and harassment.
- Carry out regular reviews of the Equal Opportunities and Diversity Policy.

M.Pearson

Signed

A handwritten signature in black ink, appearing to be 'M. Pearson', written over a horizontal line.

Dated: 26/06/2023

Equal Opportunities & Diversity Policy

Equal opportunities should be a natural and integral part of good management practice, aimed at developing individuals to the fullest extent possible for the good of the employees and M Pearson Roofing Services. Equality of opportunity can reduce recruitment and training costs, raise morale, improve operational efficiency and employee, client, and supplier relations.

Communication

This policy will be communicated to all Directors and Employees by Managing Director.

The M Pearson Roofing Services Commitment to Equal Opportunities

M Pearson Roofing Services abide by the Equalities Act 2010 and are committed to and supports the principle of equal opportunities in employment (see Policy Statement). M Pearson Roofing Services opposes all forms of unlawful or unfair discrimination on the grounds of:

-
- sex
- race
- colour
- nationality
- ethnic or national origin
- marital status
- sexual orientation
- disability
- religious beliefs
- age

Definitions

The main legal provisions relating to discrimination and equal opportunities are contained in:

- Equalities Act 2010.
- Sex Discrimination Act 1975, as amended.
- Race Relations Act, 1976
- Equal Pay Act (as amended by Equal Pay (Amendment Regulations 1983)
- Disability Discrimination Act 1995

- Protection from Harassment Act 1997
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006 which are due to come into effect in October 2006 the legislation covers discrimination in:
 - advertising and other arrangements made for determining who should be offered employment
 - the terms on which employment is offered
 - failing to offer employment
 - the terms of employment offered to existing employees • opportunities for promotion, training, and other benefits
 - dismissal and other detrimental treatment
 - The provision of services

Unlawful Direct Discrimination

In an employment context, direct discrimination will generally occur when someone is treating an individual less favourably than others, for example, on the grounds of sex, race and/or marital status. In the context of providing services, treating someone less favourably includes refusing to deal with a particular contact because of their sex or race.

Unlawful Indirect Discrimination

In an employment context, indirect discrimination will generally occur when a requirement or condition is applied to everyone, and it is apparently equal in its impact but in fact it disproportionately disadvantages persons of a certain group, and it is not justifiable.

Examples of indirect discrimination include:

- minimum entry qualifications which are not essential for the job
- internal recruitment only where the workforce is largely made up of one race (or sex)
- word of mouth recruitment where the workforce is largely made up of one race (or sex)
- placing length of employment limits on access to jobs, promotion, or training

Victimisation

Victimisation occurs when a person is treated less favourably than others because that person has brought a complaint or given evidence in proceedings under:

- Equalities Act 2010.
- Sex Discrimination Act
- Race Relations Act
- Disability Discrimination Act
- Employment Protection Act

- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006

Harassment

Harassment is a form of direct discrimination or victimisation, and our Anti-Harassment Policy refers to this specifically.

Failure to make Reasonable Adjustments

When dealing with an employee or customer who has a disability, is required by law to make such reasonable adjustments as would enable the employee to perform his/her duties or the customer to access the services provided. Making reasonable adjustments can include providing appropriate equipment, altering physical arrangements (for example providing wheelchair access or Braille signage), changing hours of work, providing additional training etcetera. A failure to make reasonable adjustments is a form of discrimination.

Responsibility for the equal opportunity and diversity policy

All Directors and Employees of M Pearson Roofing Services are expected to comply with the spirit and intention of equal opportunities' legislation and with stated commitment to diversity. However, Person with overall responsibility for its implementation.

Guidance for implementation

Recruitment

Job descriptions and personnel specifications should be up to date and clearly and accurately written with job titles, which are not sex biased.

Personnel specifications should not contain levels of qualifications or job criteria which exceed the real needs of the job. Job requirements listed must accurately reflect educational standards, background experience, ability, fitness, and other qualities needed to do the job. The personnel specification must not disadvantage women, ethnic minorities, older people, and people with disabilities.

Recruitment procedures must be fair to all potential applicants and must not selectively screen out minorities or members of one sex. The "word of mouth" approach will invariably be discriminatory and must be safeguarded against. Vacancies will be advertised in the local Job Centre and/or local newspapers where appropriate.

Recruitment/Selection Interviews

Questions may only be asked about an applicant's domestic or personal circumstances if those circumstances could affect the job performance. This should be done without making assumptions which are based on the sex of the applicant. Questions which could be construed as discriminatory should be avoided, i.e. asking young female candidates about

marriage or family planning arrangements. Questions regarding race should be avoided completely.

Training

Care will be taken to ensure that all employees are given the training and support they require. If external training is considered necessary, it will be based on need and not on any other criteria.

Dismissal

A decision to dismiss will not be based on or be influenced by prohibited grounds unless this is justified and in line with legal requirements.

Provision of Services

Any decision in respect of the provision of our services will not be based on prohibitive grounds.

Employees at all levels will be encouraged to make suggestions on how our services could be more accessible and the views of our customers or other appropriate third parties (for example the RNIB) will also be sought in this respect.

Widening access to our services will be part of our marketing strategy and appropriate resources will be allocated to this aspect.

Procedures for dealing with complaints or discrimination

The circumstances of complaints about breaches of this Equal Opportunities Policy must be investigated without undue delay in accordance with our Grievance and Disciplinary Procedures. If the complainant is unhappy with the decision, he/she can appeal to the Partners or Directors in accordance with these procedures.

Complaints from customers will be referred to a director who will deal with them as a matter of priority.

Employees found guilty of breaches of this Equal Opportunities Policy will be liable to disciplinary action, the nature of which will depend upon the severity of the offence.

Employees with Disabilities

General Policy

It is the policy M Pearson Roofing Services to give full and fair consideration to every application for employment from disabled persons, the abilities and aptitudes of each disabled applicant being examined in relation to the vacancies available. The wish is that people with disabilities should not feel discouraged from applying for employment merely because of their disability when, in other respects, they might be suited to employment.

With regard to employees who become disabled, it will be standard practice either to provide the means for such employees to continue their existing duties or if this is not possible, to seek to redeploy them on other suitable duties. Both for these employees and for newly recruited people with disabilities, M Pearson Roofing Services will ensure, as far as is practicable, that any special facilities and equipment they may need in their work are

provided. Appropriate training will be arranged thus enabling disabled staff to advance in jobs commensurate with their abilities.

Where appropriate, a flexible approach will be adopted in respect of work procedures if this would enable a suitable job to be adapted for a disabled person.

Monitoring

The object of disability/ethnic/gender monitoring is not just to check if the Equal Opportunities Policy is in place and up to date, it also helps to establish that the policy is being implemented and adhered to. It helps to ascertain if decisions taken about employees are free from prejudice about sex, ethnic origin, age, or disability. Intentional or unintentional indirect discrimination may have an adverse impact upon employees.

Regular examination of the ethnic and sexual composition of the current workforce and of the proportion of employees with disabilities will be carried out by Peter Duffy to identify areas of concern. Analyses will be carried out of:

- The composition of the workforce of each office, each working group within each office and job category/grade of employee and changes in distribution over periods of time
- Selection decisions for recruitment, promotion, transfer, and training according to the racial group of candidates and reasons for these decisions

Positive action, such as the use of “welcome” clauses in adverts (s38 (1) (2) of the Race Relations Act) will be considered by Peter Duffy if thought necessary.

In addition, Peter Duffy will also monitor the composition of our customer base and the measures taken to widen access.

Review

This policy and its procedures and criteria will be regularly examined and reviewed by Peter Duffy and changes to those procedures and criteria will be made where they are found to be or are potentially unlawfully discriminatory.

Director Michael Pearson

Signed: _____



26/06/2023