



Equality and Diversities

Policy Statement

Introduction

It is the Company's policy to provide employment, compensation, training, promotions and other conditions of employment; we are committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, age, marital status or disability unrelated to an individual's ability to perform essential job functions. It is also the Company's policy to conform to all employment standards required by law.

All new legislation is adhered to within our company, namely, the latest legislation: The Equality Act 2010

Mr. Ian Budgen is overall responsible person for this policy and its implementation.

What we expect from our employees

- a) Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with the Agency, its success relies on each employee playing their part.
- b) Employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:
- c) Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided.
- d) Those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services



- e) No employee shall induce, or attempt to induce other employees or trade unions or management to discriminate
- f) No employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
- g) No employee shall harass, abuse or intimidate another employee on any grounds.

The aims of this policy are to ensure that:

- ✓ No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- ✓ The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- ✓ Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- ✓ Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

Recruitment

Recruitment practice and procedures shall be as open and as barrier free as possible
Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.
More than one person shall be involved in short listing and selection for interview, and all involved shall have received training in equality and diversity.

Questions and selection tests shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of results.

No applicant shall be disadvantaged by an interview's timing, location or facilities.

Reasons for selection or rejection of applicants shall be recorded.



Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

A statement to this effect shall appear in recruitment material and any advertisement.

Training

All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.

The general training programme and training in disability awareness and equality and diversity training is also covered in conjunction with this training.

Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium.

All new employees shall receive induction training within one month of starting work to give them a good understanding of the organisation and its policies and practices.

Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

Complaints

Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.

The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet and website. (SharePoint.)



Detailed Notes:

Spectrum will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.

1. The policy will be a priority for the organisation.
2. Ian Budgen will be responsible for the day to day operation of the policy.
3. The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet SharePoint.
4. Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
10. Selection criteria will be entirely related to the job or training opportunity.
11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.



13. All contracts between Spectrum and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
14. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet SharePoint.
15. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.
16. The company will draw up an Action Plan detailing how this policy will be implemented in practice.

This policy has been endorsed by Ian Budgen and has the full support of the management staff.

Overall responsibility for the effectiveness of the policy lies with **Ian Budgen**. For more information on the policy, please contact **Karlee Gould** using karleeg@spectrum-env.co.uk.

Yours sincerely,

Ian Budgen

Managing Director

Spectrum Environmental Solutions Ltd

The last review was carried out in May 2013.
The next review will be when necessary to any change in legislation or May 2014.