



James & Son Ltd

Company Policy For

Equal Opportunities and Diversity

(January 2023)

Signed  **(Director)**

Date 04/01/23

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James & Son Ltd

Policy Statement

James and Son Ltd is an equal opportunities employer, committed to treating people fairly, equally and without bias. The efficiency of the company will be improved by developing the skills and abilities of all employees and this policy.

Our commitment

This policy builds on the foundation of equality and anti-discrimination legislation and strives, not only to comply with legal requirements, but to use these to ensure that The Company endeavours to exemplify best practice.

The Company values diversity and recognises that the organisation is greatly enhanced by the different range of backgrounds, experiences, views, beliefs and cultures represented within its staff. The Company aims to embrace diversity in all of its activities and acknowledges that variety and difference are intrinsic to the success and future development of its business.

The Company values, People, Pride and Professionalism, underpin the Diversity and Equality policy and are integral to The Company becoming an employer of choice. We expect all employees, contractors and agency staff to act in accordance with this Policy.

Definitions

Equal Opportunities

Equal opportunities is a principle that emphasises that opportunities in employment, education and other areas are available to all. Equal Opportunities in particular relates to a Legal Framework, which makes it illegal to discriminate against people because of a protected characteristic they have.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different, and diversity is about recognising, respecting and valuing the differences we each bring to work. Equal opportunities and diversity work together by identifying and addressing any inequalities and barriers faced by people and by valuing, learning and benefiting from the diverse cultures in society and our staff.

Recruitment and progression

We will use only job-related criteria in recruitment, selection and promotion. Entry into the company and progression will be determined solely by personal performance and merit. We also commit ourselves to:

- Treat all employees and job applicants with dignity and respect.
- Provide a working environment free from harassment.
- Provide a workplace that is environmentally compatible and, wherever possible, accessible to people with disabilities.

Individual responsibilities

Eliminating discrimination and providing equality of opportunity depends on the commitment of everyone. All employees and managers in particular, must:

- Ensure there is no harassment or discrimination on any of the grounds listed in our commitment above.
- Ensure there is no discrimination in selecting for promotion, training, work allocation, etc.
- Identify, and take action on, any practices they suspect are in breach of this policy.
- Listen carefully to any complaint and investigate it objectively.

- Cooperate to create a harmonious environment free from discrimination and harassment.

Ensuring the effectiveness of the policy

The company will provide appropriate training and guidance on this policy for all staff. In particular, we will ensure that managers and others involved in recruiting, selecting, promoting and training employees understand the policy and their legal position.

We will monitor the effectiveness of the policy. Failure to observe its requirements will result in action through the disciplinary procedure. Serious breaches will be treated as gross misconduct and will lead to dismissal.

Legislative Framework

This Policy is underpinned by legislation, which places individual responsibilities on staff/service users/visitors as well as The Company, this includes:

- Human Rights Act 1998
- The Civil Partnership Act 2004
- The Gender Recognition Act 2004
- The Equality Act 2006
- Equality Act 2010

The above list is not exhaustive and will be reviewed regularly.

Under the above Equality legislation, it is unlawful to:

- discriminate directly against anyone and treat him/her less favourably than others because of a protected characteristic they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association).;
- discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic;
- subject someone to harassment related to a relevant protected characteristic (pregnancy and maternity and marriage and civil partnership are excluded);
- victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination;
- discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

The protected characteristics are:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

Dealing with complaints

An employee who believes they are being unfairly treated in any way associated with this policy should raise the matter with the companies' director or one of the managers. We will take seriously, and try to deal effectively with, all such complaints. No one who makes a complaint in good faith, or who gives evidence, will be victimised for doing so.