

TITLE:	Equal Opportunities Policy
PURPOSE:	Procedure for ensuring equal opportunities are provided throughout employment
SCOPE:	This procedure applies to all employees of Hockley Building Services Ltd

OUR POLICY

Hockley Building Services Ltd is an equal opportunity employer and is fully committed to the principle of providing fair and equal opportunities for all employees and applicants.

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The Company oppose all forms of unlawful and unfair discrimination or any form of harassment, whether engaged in by employees or an outside third party who do business with the Company.

Employees have a duty to cooperate with the Company to ensure this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and could render an employee liable to summary dismissal.

Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

RECRUITMENT AND SELECTION

The recruitment process will be conducted in a way that is fair to all, ensuring selection is based on aptitude, ability and qualifications throughout

When advertising due care will be made to encourage applicants of all suitably experienced. Adverts will not be confined to publications or include unnecessary requirements that would potentially exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, religion or racial group.

The Company will commit to ensuring that should age limits be set, this is done with justification.

Where positions may be filled by promotion they will be published to all eligible employees ensuring no restriction from employees of any particular gender, sexual orientation, religion or racial group as well as employees with a disability.

The selection will be consistently carried out for all jobs at all levels, applicants will be processed in the same way. Throughout interviews, questions will be asked relating to the requirements of the job.

HARASSMENT

It is against Hockley Building Services Ltd's company policy for an employee to harass another employee on grounds of sex, sexual orientation, race, colour, ethnic origin, nationality, religion, religious belief, age or disability. Harassment occurs when a person engages in unwanted conduct which has the purpose or effect of violation the others dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other employee.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subject to unwelcome suggestive sexual comments, jokes or pictures. Racial harassment includes, but is not limited to, engaging in unwelcome verbal or physical conduct, subject to unwelcome racial comments, jokes or pictures.

Harassment may comprise of intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the employee being harassed to decide for him or herself what they regard as offensive.

MAKING A COMPLAINT

All allegations for discrimination or harassment will be dealt with seriously, confidentially and speedily. Hockley Building Service Ltd will not ignore or treat lightly grievances or complaints of discrimination or harassment.

Hockley Building Services Ltd encourages, in the first instance, employees who believe they are being harassed to notify the offender (by words) that his or her behaviours is unwelcome, although the Company does understand that at time, due to actual or perceived power and status, such confrontation may be impractical.

If you wish to make a complaint of discrimination or harassment;

- The first point of contact for a complaint is your line manager, if you do not wish to raise your complaint with your line manager, speak to the HR Manager
- Reports of this nature should be made promptly so that investigation may proceed and action taken without any delay
- Allegations will be promptly investigated and as part of that you will be interviewed and asked to provide a witness statement. Confidentiality will be maintained throughout the process, however, in order to investigate the allegation fully Hockley Building Services Ltd must be able to determine the scope of the allegation.
- Once the investigation has been completed, you will be informed of the outcome and conclusion.
- You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith

If you wish, you may alternatively use the company's grievance procedure to raise your complaint

Any employee found violating this policy will be subject to disciplinary action under the Company's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal.

Line managers who had knowledge of such discrimination or harassment in their department but took no action to eliminate it will also be subject to disciplinary action under the company's disciplinary procedure.

Signed..........

Date:.....9-12-2021.....