

Joe Roocroft and Sons Ltd Equal Opportunities and Diversity Policy

10th January 2018

Policy & Company Statement

The Company is an equal opportunities employer and is committed to opposing all forms of discrimination in the workplace. The Company will not tolerate discrimination based upon age, disability, gender reassignment, marital status, pregnancy and maternity, race, colour, nationality, ethnic origin, religion or belief, sex or sexual orientation. The aim of this policy is that all members of staff know that they are able to work in an environment that is free from discrimination and is appropriately diverse, and that staff are able to achieve their full potential in their job. The Company will make decisions without reference to discriminatory criteria. All members of staff must be aware of this policy and should abide by its terms at all times.

Joe Roocroft and Sons commit to fully comply with The **Equality Act (October 1 2010)**:

In a number of areas the The Equality Act (October 1 2010): protects employees and discrimination conduct or omissions. There are **7 specific concepts of discrimination**, which make it clear what is unlawful.

1. Direct Discrimination

The first area, which has become known as direct discrimination, occurs when an individual is treated less favourably than another person on the grounds of their disability, age, marital status, sex or race. It does not matter that you may believe you are acting in the interests of the individual or the employee if your less favourable treatment is on one of these grounds. This is because if you don't treat a person who does not possess a characteristic in the same way, then direct discrimination occurs.

2. Indirect Discrimination

Indirect Discrimination occurs when a requirement or condition is applied to an employee that the employee finds he or she is not able to meet because of one of the marital status, sex or race and which cannot be shown to be objectively justified. This means that if the requirement or condition has a disproportionate effect on the particular group it will be indirect discrimination; that is a considerably smaller proportion of one sex, those who are married or of one race can comply when compared with the other sex, single people or other racial groups.

Whilst this concept may appear technical it is of important since The Company may incur liability if, in the scope of the duties entrusted to you, apply requirements or conditions that are discriminatory against a particular group.

3. Reasonable Adjustments

Disability discrimination does not have a concept of indirect discrimination because it has a concept that goes further and requires The Company to make a reasonable adjustment to seek to take away the disadvantage as a disabled person may have in the workplace because of the disability. This means that the Company will consider alternative means by which a disabled person may be able to carry out the job or alternatively whether other steps may be possible.

4. Associative discrimination: direct discrimination against someone because they are associated with another person with a protected characteristic

5. Harassment: behavior deemed offensive by the recipient. Employees can claim they find something offensive even when it's not directed at them.

- 6 Harassment by a third party: employers are potentially liable for the harassment of staff or customers by people they don't directly employ, such as a contractor.
- 7 Discrimination by perception: direct discrimination against someone because others think they have a protected characteristic (even if they don't).
- 8 Victimisation
Victimisation occurs where an individual is treated less favourably by fellow workers for asserting the above rights or where an incident would not have occurred if such rights had not been asserted.

Recruitment Procedures

All recruitment procedures followed by the Company will be on the basis of fair and objectively justified criteria that do not apply any requirements or conditions that are not necessary for the needs of the post or the business. Where job applicants have a disability the position of the applicant will be reviewed and all possible steps will be taken to ensure that the applicant does not suffer from any disadvantage in the recruitment process.

Throughout your employment you are expected to conduct yourself in a manner that is not discriminatory and the Company will take all possible steps to ensure that equal opportunity is maintained. This will include;

- i Ensuring that job specifications relate to the requirements for the performance of the job.
- ii Providing equal opportunity training if and when the Company considers it appropriate to enable you and other staff to implement equal opportunities. If you consider it appropriate to receive training you must inform a Company Director.
- iii Monitoring the ethnic and gender composition of the workforce. This will be done in accordance with accepted practice as recommended by Equal Opportunities and diversity bodies or good human resources practice. All monitoring will be used only for the purpose of equal opportunity monitoring and will be anonymous.

In the case of disability, considering what steps may be taken to enable disabled individuals are not disadvantaged in the Company's workplace.



David Roocroft
Joint Managing Director