



WGM ENGINEERING

EQUAL OPPORTUNITIES POLICY



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Scope and Purpose

This policy aims to foster a culture of Equality and to recognise the positive contribution that each individual can make to the business irrespective of their sex, marital or civil partner status, pregnancy or maternity, sexual orientation, gender reassignment, race (which includes colour, nationality and ethnic or national origins), religious or belief, age or disability (“the protected characteristics”).

This policy covers all individuals working at all levels and grades, including directors, managers, employees, consultants, contractors, trainees, home-workers, part-time and fixed-term employees, interns, casual workers and agency staff (collectively referred to as employees in this policy).

Content

Employees are entitled to be treated with respect and dignity and WGM Engineering will not tolerate any less favourable treatment of any persons on the grounds of a protected characteristic. It should be noted that employees have a personal responsibility for the implementation of this policy and to ensure that they treat others with the respect and dignity they would reasonably expect.

This policy applies to the advertisement of jobs; recruitment and appointment; promotion; training and development; terms and conditions of work; performance management; pay; termination of employment; any references issued and to every other aspect of employment. All terms and conditions of employment and related benefits shall be non-discriminatory other than where there are legal grounds for discrimination such as in the case of jobs where there is an occupational requirement..

Applicants for employment will be assessed according to their skills, experience and suitability for the job. Human Resources has responsibility for monitoring the implementation of this policy. However, if any employee believes they have been discriminated against, harassed or victimised on any of the grounds referred to above, they should raise the matter informally with their immediate line manager or supervisor or any member of the Human Resources team. If the employee wishes to raise the matter further they should invoke WGM Engineering’s grievance procedure setting out in writing the detail of the basis of their complaint. All such complaints will be taken seriously by WGM Engineering, treated in confidence and fully investigated by an independent member of the management team or Human Resources team.

If any employee is found to have discriminated against, harassed or victimised another employee they will be subject to disciplinary proceedings and depending on the seriousness of the incident, may be dismissed for Gross Misconduct. In exceptionally serious cases the police may also be involved.

Types of Discrimination

Within the Equality Act 2010 there are a number of different types of discrimination. This applies to all protected characteristics. Discrimination is treating someone less favourably than another person because of a protected characteristic that they have.

Indirect Discrimination

Indirect discrimination occurs when:

1. a provision, criterion or practice is applied to all, and:
2. it puts a group with a protected characteristic at a disadvantage when compared with another group
3. an individual is put at a disadvantage
4. the employer cannot show it to be a proportionate means of achieving a legitimate aim.

For example, if a criterion is put in place that part-time working isn't allowed in a particular role this makes it more difficult for women to have that role compared with men, because they are more likely to have child-caring responsibilities. If a woman applies to be promoted into that role but she isn't successful, it would be indirect discrimination if the employer cannot show that full-time working is an essential requirement.

Direct Discrimination

This applies to all protected characteristics. It's treating someone less favourably than another person because of a protected characteristic that they have. For example, it's promoting a man rather than a woman because of their gender or a failure to make a reasonable adjustment for person with a disability..

Associative Discrimination

Treating someone less favourably because they associate with an individual who has a protected characteristic. For example, treating someone less favourably because their son has undergone gender reassignment.

Perceptive Discrimination

Treating someone less favourably because it's perceived that they have a protected characteristic, whether they do or not. For example, treating someone less favourably because it's perceived that they are gay when they are not.

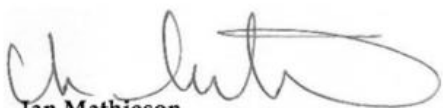
Victimisation

Treating someone less favourably because they have made or supported a complaint, or raised a grievance or a claim under the Equality Act 2010. It also applies if it's thought that they have made a complaint.

Harassment

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Review Date : 11/01/2023



Ian Mathieson

Company Director

For and on behalf of WGM Engineering Ltd