

EQUAL OPPORTUNITIES POLICY

of

B. BOWDEN & COMPANY LIMITED

(Reviewed March 2009)

B. Bowden & Company Ltd - Equal Opportunities Policy

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AIM

B. Bowden and Company Ltd aims to ensure that all staff and operatives are treated solely on the basis of their merits, abilities and potential, regardless of sex, gender (including homosexual orientations), gender re-assignment, colour, ethnic or national origin, age (subject to B. Bowden and Company Ltd retirement conventions), socio-economic background, disability, religious or political beliefs, family circumstances and union membership.

OBJECTIVE

The objective is a Company open to all sections of the community and in whose activities office staff and site operatives participate fully and equally.

PRINCIPLES

The commitment to an equal opportunities policy is embodied in the following principles:

- No member of B. Bowden and Company Ltd shall be subject to discriminatory treatment, either directly or indirectly, on any of the grounds stated above.
- Discrimination is unacceptable within B. Bowden and Company Ltd in that it represents a waste of human resources and a denial of individual opportunity.
- Commitment to, and implementation to this policy is sought from B. Bowden and Company Ltd staff.
- B. Bowden and Company Ltd is committed to a programme of action to ensure that this equal opportunities policy be fully effective.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

Policy

B. Bowden and Company Ltd is committed to an equal opportunities policy in employment practice. This commitment is based on the legal responsibilities placed on employers by the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and on the recognition that groups and individuals can be subject to discrimination on a variety of grounds such as sex, gender (including homosexual orientations), gender re-assignment, colour, ethnic or national origin, age (subject to B. Bowden and Company Ltd retirement conventions), socio-economic background, disability, religious or political beliefs, family circumstances and union membership.

The aim of B. Bowden and Company Ltd policy is to ensure that no employee or job applicant is subject to discriminatory treatment on any of the grounds stated above. In relation to sex and race, it is recognised that discrimination can be both direct and indirect. The following definitions are derived from the legislation of 1975 and 1976 but it should be noted that they are not necessarily legal definitions:

(a) **Direct discrimination** occurs when a person is treated less favourably than others (in the same or similar circumstances) on the grounds of race, sex, disability or other inappropriate grounds.

(b) **Indirect discrimination** can occur when a condition or requirement adversely affects one particular group considerably more than another and which cannot be justified in terms of the requirements for performing the job.

In relation to disability, discrimination occurs if, for a reason which relates to a disabled person's disability, that person is treated less favourably than others to whom the reason does not apply and this treatment cannot be justified.

It is unlawful to victimise individuals who have made allegations or complaints of disability, race, sex or marriage discrimination or provided information about such discrimination. B. Bowden and Company Ltd regards as a serious disciplinary matter proven acts of victimisation in these or any other areas covered by the equal opportunities policy.

Definitions

Particular attention is drawn to the following aspects of the policy:

- a. **Racial discrimination:** covers discrimination on grounds of colour, race, nationality, ethnic or national origins. Race may cover some religious groups.
- b. **Sex discrimination:** covers discrimination on grounds of sex or marital status or notions associated with the role of men and women in society (gender including gender re-assignment). Further it is contrary to B. Bowden and Company Ltd policy to discriminate against homosexuals either directly or indirectly whether at the time of recruitment or in post. B. Bowden and Company Ltd is committed to the removal of potentially discriminatory barriers in the workplace which may adversely affect the progress of men and women at work.
- c. **Disability discrimination:** covers discrimination against people with disabilities who on account of injury, illness or inherited conditions may be disadvantaged in obtaining or keeping employment for which otherwise suitable. Disability covers physical or mental impairment which has a substantial or adverse effect upon the person's ability to carry out normal day to day activities.
- d. **Harassment:** is an attack on the dignity and security of the individual person. It may cover unreciprocated and unwelcome comments, looks, actions, materials, suggestions or physical contact that is found to be objectionable and/or offensive and may create an intimidating working environment. The defining features are that the behaviour is persistent, offensive or intimidating, is unwanted by the recipient and would be regarded as harassment by any reasonable person. Established harassment and victimisation on the grounds of race, sex, disability or other areas covered by this policy will be viewed as a serious disciplinary offence.

Responsibilities

While the main responsibility for providing equal opportunity is that of the employer, it is important to make clear that individuals at all levels within the organisation also have responsibilities given that the prevention of discrimination must be a joint task of members of staff and the University centrally. All staff must understand and be committed to the implementation of University policy.

The equal opportunities policy applies to all departments and to all members of staff. It is the responsibility of each Head of Department or office and all other supervisory staff to actively promote equality of opportunity within their own sphere of responsibility.

B. Bowden and Company Ltd recognises the importance of providing equal opportunities for training, career development and promotion applicable to the differing needs of academic, academic-related, clerical, technical,



manual and other staff. It recognises also that training can play an important role in changing procedures and behaviour.

B. Bowden and Company Ltd is committed to developing an efficient monitoring system to ensure the effective implementation of this policy in respect of the recruitment and management of its staff.

B. Bowden and Company Ltd will include a reference to its commitment to the principle of equal opportunity in job advertisements in the public domain.

B. Bowden and Company Ltd is committed to the investigation of complaints alleging racial, sexual or other discrimination and to the initiation of action where necessary under its normal disciplinary procedures.