

Seymour & Castle Ltd  
Electrical Engineers  
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Louth**

**Equal Opportunities Policy**

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Equal Opportunities Policy  
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## Statement

Seymour and Castle Ltd is an equal opportunities employer.

This policy aims to ensure that existing and future Equal Opportunities Acts, Regulations and Codes of Practice are complied with and that unfair discrimination does not take place. This policy further shows that the Company aims to encourage, value and properly manage diversity in opportunities for all employees. Seymour and Castle Ltd have appointed Andrew Jerry, Director, as the person responsible for ensuring the effective operation of the company's Equal Opportunities Policy.

This policy covers all aspects of employment from job definition, to required qualifications, vacancy advertising, selection, appointment, training and promotion

To ensure that this policy is operated effectively (and for no other purpose) the company will maintain records of employees, and applicants' personal details, qualifications, racial/ethnic origins, gender, disabilities and marital status.

Regular review of these records provides the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promotes equality of opportunity.

All employees have free access to this policy. Any employee who has a query regarding the Company's Equal Opportunities Policy should, in the first instance, contact their immediate supervisor/line manager. The policy ensures that Seymour and Castle Ltd take note of the information and advice contained in the DfEE publication 'Equal Opportunities - the Ten Point Plan for Employers', the 'Guidelines and Codes of Practice recommended by ACAS', and adheres to the requirements of all existing and future Equal Opportunities legislation and regulations.

In particular the following enactments and codes of practice have been studied and applied.

Race Relations Act	1976, 2000, 2003.
Disability Discrimination Act 1995 (Amendment) Regulations 2005	
Equal Pay Act	1970
Sex Discrimination Acts	1975, 1986
The Criminal Justice and Rehabilitation of Offenders Act	Public Order Act 1994 1974 and (Exceptions) Order 1975
Data Protection Act	1984
Employment Rights Act	1996
Employment Act	2002
Employment Equality (Religion or Belief) Regulations	2002
Employment Equality (Sexual Orientation) Regulations	2002

With Age Discrimination Regulations to be applied from 1<sup>st</sup> October 2006

In addition the following Codes of Practice are adhered to:

- Sex discrimination
- Equal Pay
- Elimination of discrimination against disabled persons or persons who have a disability
- Elimination of racial discrimination and the promotion of equal opportunity in employment.

## Objectives

- To ensure that the Company has access to the widest labour market and secures the best of employees for its needs.
- To ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the Company and themselves.
- To achieve an ability-based workforce in line with the working population mix in the relevant labour market areas.

## **The Policy**

### **Vacancy Advertising**

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Wherever possible, vacancies will be notified to Job Centres and Careers Offices so that knowledge of vacancies reaches the widest group of people.

All vacancy advertisements will state that Soyoum and Castle Limited is an Equal Opportunities employer and, if appropriate, may also include a statement that applicants are actively encouraged from under-represented groups.

### **Recruitment and Selection**

Selection criteria (job description and employee specification) will be kept under regular review to ensure that no applicant is placed at a disadvantage by requirements or conditions which are not essential to the performance of the job.

Wherever possible, more than one person will be involved in the selection, interview and recruitment process. All staff involved in the process will have adequate training to reduce the risk of possibly discriminatory attitude affecting decisions. Training will include regular reviews of up-to-date legislation and refresher skills in selection and interview techniques.

Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants will be recorded to demonstrate that discrimination has not occurred.

### **General**

Applicants and employees who are disabled, or who become disabled during their employment, will be encouraged to inform the Company of their disability. It would be helpful if they could also inform the Company of any reasonable adjustments to their employment or working conditions which would assist them in the performance of their duties. The Company will carefully consider all suggestions and will also review the situation and make its own suggestions if relevant.

### **Personnel Records**

In order to ensure the effective operation of the equal opportunities policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender (including sex, marriage, gender re-assignment), race (including ethnic origin, colour, nationality or national origin), disability, sexual orientation, religion or belief, and age.

On application to the Director responsible all employees (and applicants for vacancies) will be able to inspect and correct their own record of these details. Such access will be confidential and strictly restricted; the information will be maintained only for the purpose of reviewing and assessing the effectiveness of the Company's Equal Opportunities Policy. Regular analysis and revision will ensure compliance with up-to-date legislation.

## The Commitment of Seymour and Castle Ltd.

The co-operation of all employees is essential for the success of this policy. The ultimate responsibility for achieving the stated objectives and for ensuring compliance lies with Seymour and Castle Limited (the Company).

The Company will not permit discriminatory behaviour of any kind in terms of gender (including sex, marriage, gender re-assignment), race (including ethnic origin, colour, nationality or national origin), disability, sexual orientation, religion or belief, and age.

The Company will not permit victimisation in any circumstance.

The Company will not permit harassment of any kind including sexual, mental or physical harassment or bullying.

Behaviour or actions which breach this policy, or which are against the spirit and/or letter of laws or Codes of Practice on which this policy is based, will be considered serious disciplinary matters and may, in some cases, lead to dismissal.

Any employee who considers that another employee has acted in breach of the Company's Equal Opportunities Policy should inform Andrew Berry (Director) as soon as possible.

Under no circumstances will any employee be penalised for reporting discriminatory conduct if the allegation and report is made in good faith.

Bullying and harassment including sexual, mental and physical harassment will not be tolerated in the workplace or any place connected with work. Seymour and Castle Ltd will provide a healthy environment free from anxiety and stress caused by any of these. The policy applies equally to male and female employees and everyone has a right to be treated fairly and with dignity. Any employee who believes that he or she is the subject of bullying or harassment should complain to their immediate supervisor or line manager unless that person is the perpetrator. In this instance the complaint should be made to another supervisor/manager or to the responsible Director.

### Action Plan

The Director (Andrew Berry) will monitor all aspects of recruitment and selection processes to ensure that the Company's procedures comply with the Equal Opportunities policy and will take action where appropriate.

Training on Equal Opportunities will be incorporated into the Company Induction Programme and will include 'Countering Bullying and Harassment'.

Signed



Andrew Berry (Director responsible for Equal Opportunities Policy.)

Dated

4.4.07