

## **Rosgal Equality Policy**

### **Summary**

Rosgal Ltd believes that diversity enriches performance and service delivery, the communities where we live and work, and the lives of employees. As the workforce evolves to reflect the growing diversity of the community and the national marketplace, our efforts to understand, value, and incorporate differences become increasingly important.

The Company endeavours to create a supportive working environment based on mutual respect and trust to assist employees to reach their full potential, regardless of race, nationality, ethnic or national origins, marital status, disability, gender, religion or belief, sexual orientation, age, or for any other reason. This policy applies to job applicants (both internal and external) and all employees whether full time, part time, casual or temporary contract. The policy also applies equally to the treatment of the organization's customers, clients, suppliers, contractors or consultants.

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### **Purpose**

To provide equal treatment for all employees or potential employees and ensure that this is managed in such a way that the Company complies with Equal Opportunities legislation and Codes of Practice. Issues regarding bullying and harassment are also referred to in the Bullying & Harassment Policy. We recognize that people may experience discrimination either at home or at work. We are working towards, and are committed to, removing any unfair discriminatory practices. The Managing Director has introduced this policy to show his commitment to all equality and diversity issues. This policy aims to:

- Develop stronger internal and external communications;
- Display a commitment to equality issues to the community and employees;
- Help create a productive, safe and prejudice-free work environment;
- Improve the motivation, performance, skills and morale of our staff; and
- Strengthen our provision of a quality service.

We are committed to ensure that that no member of the public, staff member or job applicant receives less favourable treatment because of his or her child care or other caring responsibilities, disability, sexual orientation, gender, HIV status, language, marital status, membership of a trade union or staff association, race, religion, social class, or by any other circumstances that cannot be shown to be justifiable.

### **Scope**

This policy applies to job applicants (both internal and external) and all employees whether full time, part time, casual or temporary contract. The policy also applies equally to the treatment of the organisation's customers, clients, suppliers, contractors or consultants.

### **Communication**

We believe good communication is an important way to develop equality of opportunity for all members of society. This can be difficult for anyone whose first language is not English, is deaf or has impaired hearing, or is blind or has impaired sight.

We are committed to making suitable facilities available and accessible to help the public and our staff to communicate effectively.

### **Discrimination**

#### **Direct discrimination**

This occurs when a person is treated less favourably because of his or her disability, gender, marital status or race, from the way another person is treated, or would be treated, in the same or similar circumstances. Treating a person differently from others on these grounds may amount to less favourable treatment and may be unlawful.

#### **Indirect discrimination**

This is when a rule, condition or requirement is applied to everyone, but a considerably smaller proportion of people from a particular group, because of their disability, gender, marital status or race, can comply with it. This could have an unfavourable effect on a person and may cause him or her harm or loss; it may be unlawful if it cannot be justified.

#### **Victimisation**

This is when a person is treated less favourably than another because he or she has made a complaint of discrimination under legislation or internal policy or procedure. It can also happen when a person is treated less favourably if he or she has given evidence or information to such proceedings.

#### **Bullying**

This serious management issue is often unreported. People who experience bullying often feel it appears trivial or may have difficulty in describing it. There are many definitions of bullying but it is normally defined as a misuse of power. Rosgal Ltd has a separate Bullying and Harassment Policy to ensure the protection of all employees.

## **Harassment**

There are many ways to define this but it is generally identified as unwanted conduct affecting the dignity of people at work. It includes unwelcome verbal, non-verbal and physical conduct that could amount to an offence under the Protection from Harassment Act 1997. Harassment on the grounds of sex, race, disability or sexual orientation is unlawful and we will not tolerate it in any form. Rosgal Ltd has a separate Bullying and Harassment Policy to ensure the protection of all employees.

## **Unsuitable language and behaviour**

We do not tolerate unsuitable language and behaviour, which offends or threatens colleagues or the public. We encourage language and behaviour, which promotes respect and good relations between employees and all members of the community.

Any employee of who feels offended or threatened by the language or behaviour of a colleague can deal with it by using our grievance procedure. We consider discrimination and or harassment in any of these forms to be serious. This could result in legal proceedings or action under our disciplinary or bullying harassment procedures and could lead to dismissal.

## **Equal Opportunities/Diversity training**

We are committed to providing training programmes to make sure this policy works. Diversity Training aims to make everyone in the Company aware of and understand equality issues and how they may affect our work and help improve our service delivery standards.

## **External organisations**

We encourage all organisations with whom we have contact to be aware of the effect of equal opportunities in helping to remove unfair discrimination.

## **Roles and responsibilities**

The success of any policy depends on the degree of commitment of all employees. Everyone should be aware of this policy and of the obligations that fall upon them, both to ensure its success and to comply with the legislation relating to discrimination. The Company expects employees at all levels to value the contribution made by each individual and to show respect and consideration for all.

### **Directors are responsible for:**

- The provision of guidance and training for managers.
- Arranging for complaints to be investigated thoroughly by an impartial party or parties and for ensuring that the findings are acted upon appropriately.

### **Managers are responsible for:**

- Ensuring that appropriate standards of behaviour are maintained among all employees in the workplace.
- Being alert to the possibility of unfair discrimination and taking prompt action when it is alleged.

### **Employees are responsible for:**

- Ensuring that they do not behave in a way that unfairly discriminates against, or contributes to, the unfair discrimination of a fellow worker.

- Advising management of unfair discrimination if the matter cannot be resolved between themselves and the other workers concerned, and they wish to pursue a complaint.

### **Recruitment and selection Advertisements**

- All vacancies will be advertised within the Company in order to provide an equal opportunity for all interested persons to apply.
- An exception to the above applies when special arrangements are made for the redeployment of personnel who would otherwise be at the risk of redundancy.
- All advertisements, whether internal or external, must be written/authorized and placed by the HR function, after discussion with the line manager recruiting for the vacancy.

### **Recruitment and selection**

The Company's application form has been designed in order to obtain all the necessary information to provide the basis for an equitable interview and for the screening and selection of applicants. Personal details that are not necessary for a recruitment decision to be made – such as marital status, number of children, next of kin, gender, race, age, and creed are therefore not specified. Additionally details of this nature may be needed for recording and monitoring purposes and as such will be kept confidentially by the HR department.

All those concerned with recruitment are will be required to attend training in interviewing skills and equal opportunities.

The Company shall not insist upon higher education or professional qualifications other than those that are strictly necessary for the job. In assessing qualifications, it will not be assumed that overseas diplomas or degrees are of a lower standard than their UK equivalents.

Wherever possible, experience may count as an equivalent to professional qualifications, the requirements for which will then be waived.

### **Positive action**

This term refers to measures we may use under the Disability Discrimination, Race Relations and Sex Discrimination acts.

We do not positively discriminate but, where necessary, we develop positive action initiatives for:

- Developing;
- Employing; and
- Training people from under-represented groups at all levels, so they may have equality of opportunity at the point of selection

### **Working arrangements**

The Company recognises that some working arrangements may cause difficulty for some people. Whenever possible, and in line with business needs, we will try to provide flexible working practices to help us to retain staff and to attract the best possible job applicants.

### **Reasonable adjustments for disability**

The Company will make reasonable adjustments (both physical and mental) to enable a person with a disability to undertake their work role fully. Adjustments are made in response to individual needs and employees and job applicants with a disability have the responsibility for stating their needs. The

Company will ensure that individuals will be given the opportunity to do so. Adjustments do not need to be made if they are unreasonable for the Company, however the Company will endeavour to be as responsive as possible within resources and regulations.

**Examples are of reasons why adjustments may not be made:**

- If the cost is significant.
- It would be logistically impracticable.
- It would cause significant and unacceptable risk or unfairness to others.
- It would breach building planning or health and safety guidelines.

**Examples of commonly accepted reasonable adjustments:**

- An interview location is altered to be accessible for a wheelchair user.
- Computer equipment is purchased for an employee with permanent sight difficulties to enable them to undertake recording and budgeting work.
- Time off for consultant's appointments in relation to ongoing monitoring and management of an illness or condition identified as a disability.

**Monitoring, evaluation and review**

This policy will be reviewed quarterly by Kerry Penrith, Health & Safety Director. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.

We collate and analyze information on important parts of our service delivery and employment policy. This helps us get an understanding of how our policies and procedures work in creating equality of opportunity. We aim to deal with any obstacles or difficulties we find.

Reviewed and checked quarterly by Kerry Penrith, Health & Safety Director  
Checked September 2020. For review September 2021 or sooner if needed

A handwritten signature in black ink, appearing to read "Garry O'Neill".

Garry O'Neill  
Managing Director  
Rosgal September 2020

For Review September 2021