




Dan Ray **Building Services Ltd**

Equal Opportunities Policy

Last Review Date: *04/09/2018*

Review by: *Dan Murray (Director)*

A decorative graphic consisting of several overlapping, wavy, red lines that create a sense of motion and depth, located at the bottom of the page.

Design, Installation & Project Management
of Building Services. Specialists Within the
Process & Manufacturing Industry.

Introduction

Dan Ray Building Services Ltd. is committed to providing equal opportunities to all people. This policy will state how we will ensure that we are open and accessible to all. It will cover discrimination on grounds of sex, race, disability, religion, age, marital status, gender, sexual orientation or sexuality.

An equal opportunities policy is important because:

- certain individuals, groups and communities face discrimination, harassment and victimisation.
- most clients or funders now require an equal opportunities policy.
- having an equal opportunities policy helps us to think clearly about how we can ensure all individuals are treated equally and with respect.
- we are aware of the potential for discrimination, harassment and victimisation and have put measures in place to stop it happening.
- it demonstrates our compliance with the Equality Act 2010.

Content

Our equal opportunities policy will:

- outline our commitment to equality.
- identify the types of discrimination that we are required to combat
- outline the type of work environment we would like to create
- refer to conduct outside the workplace and whilst at work-related social functions where relevant.
- contain information about how the policy will be implemented, including how any policy breaches will be dealt with, and how concerns and complaints will be handled.
- explain who is responsible for the policy.
- examine the monitoring protocol.

Commitment

At Dan Ray Building Services Ltd., we value the notion that all employees should feel welcome, valued and respected at all times. We are committed to maintaining a positive workplace for all employees and visitors alike, and as so we take matters of bullying, prejudice and inequality very seriously; discrimination, in any form, is not acceptable.

We will combat all types of discrimination throughout the company, with the due intention of creating a safe and comforting environment for all who work at, deal with or visit Dan Ray Building Services Ltd.

Discrimination refers to acts of prejudicial treatment to different categories of people; we will not allow any discrimination regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other form of targeted bullying.

This is relevant, not just for on-site or in-office activity, but is conduct outside of such workplaces too. Wherever the company is represented, so shall this policy be in-place; from work-related social functions to traveling with work-related equipment or vehicles, this policy is in effect.

Dan Ray Building Services Ltd. is committed to helping all who experience discrimination or inequality within the company, whether this is through confidential conversation, counselling, or more.

Breach of Policy

Inequality and discrimination can be difficult to discuss, especially for those targeted, so Dan Ray Building Services Ltd. would like it to be simple and comfortable for all who experience it, whether upon themselves or another, to report it.

Upon a breach of policy, the immediate action must be to tell the managing director or any other acting supervisor. An Incident Report Form must be filed stating any information that could be pertinent to the case. Once the managing director is made aware and the form has been filed, the issue can be addressed, and an investigation will begin. The offender, if contracted by Dan Ray Building Services Ltd., will be immediately suspended pending the results of the investigation.

Dan Ray Building Services Ltd. has a zero-tolerance policy on any-and-all types of discrimination, therefore each case will be treated as such. If the offense is deemed severe enough, there is the potential for dismissal, with all details of the investigation being handed over to the police. Dan Ray Building Services Ltd. will fully co-operate with any police investigation.

All members of staff, however contracted, are responsible for up-holding this policy; if any offense is seen, a complaint of some form must be made to a superior. Inability to do so will be dealt with accordingly by the managing director.

Monitoring

Our equal opportunities policy will require periodic monitoring to ensure that it is effective and if it isn't, to address the reasons why.

Monitoring will involve gathering information on the diversity of potential recruits or existing employees at certain times and comparing and analysing the data against:

- Other groups of employees in the company.
- Jobseekers in the local community.
- The wider national labour market.

This information gathering might include information about; gender, race, disability, age, and so on. In addition, gender identity, religion and sexual orientation can also be monitored.

Confidentiality

We aim to ensure that the confidentiality of any employee experiencing equality problems is maintained appropriately by the managing director and (where it is necessary to inform them), other colleagues. However, it needs to be recognised that, in supporting employees, some degree of information sharing is likely to be necessary.

Others Engaged by the Company - Agency Workers, Consultants and Contractors

Agency workers, consultants and contractors working with Dan Ray Building Services Ltd. are required to

comply with this Equal Opportunities Policy. In the case of agency workers or contractors, services will be terminated immediately upon a breach of these rules and the employing organisation will be notified. Support outlined in this policy is only available to employees.

Policy Review

We will monitor the effectiveness of this policy and as part of continual improvement, the policy will be reviewed regularly.

Name: (Employee/Agency Worker/Consultant/Contractor)

Signed: Date: