

GOODY DEMOLITION

EQUAL OPPORTUNITIES POLICY AND COMPANIES STATEMENT ON HARASSMENT IN THE WORKPLACE

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EQUAL OPPORTUNITIES POLICY AND COMPANIES STATEMENT ON HARASSMENT IN THE WORKPLACE

This company operates an equal opportunity policy, we do not discriminate against sex, colour, age or creed. There are limitations to the employment of physically and mentally disabled persons, due to the nature of our work, with regard to safety and manual aspects of our external operations. This does not extend to those suffering from mild conditions such as heart problems and diabetes, provided that they are controlled conditions.

This statement has been upgraded to comply with current legislation: - The Equal Pay Act 1970 (Amendment) Regulations 2003, The Race Relations Act 1976 (Amendment) Regulations 2003, Sex Discrimination Act 1975 Amended 1986, Disability Discrimination Act 1995 & 2005, Human Rights Act 1998, Civil Partnership Act 2004 and Equality Act 2010.

To uphold our policy, the company will undertake the following:

Recruitment

- ✓ Guarantee that job titles are not sex or age biased and are accurate.
- ✓ Avoid unnecessary job criteria in personnel specifications when recruiting new employees.
- ✓ Verify that job requirements are really necessary to do the job and are not reflections of traditional practices that may be operating to the disadvantage of men or women, minorities, the mildly disabled or older people.
- ✓ Safeguard against sex/race stereotyping, especially in illustrations, advertisements and company literature.
- ✓ Ensure that recruitment methods used are fair to all potential applicants and do not effectively screen out minorities or members of one sex.
- ✓ As a general rule, not use age as a primary discriminator in recruitment and selection.
- ✓ Ensure that only trained or experienced interviewers conduct preliminary selection interviews.
- ✓ Ensure that interviewers avoid questions that could be construed as discriminatory.
- ✓ It is unlawful to request information on the candidate's health prior to offering a position, unless it is intrinsic to the position.
- ✓ Maintain interview notes and records of all applicants.
- ✓ The successful applicant to provide the appropriate document(s) before you make them an unconditional job offer

Once the worker has presented the necessary document(s), you must:

- ✓ Satisfy ourselves that the document(s) are valid and genuine, and have not been tampered with
- ✓ Check that any photographs and birth dates on the documents match the applicant's appearance
- ✓ Check information in the job application against the documents to ensure the details match up
- ✓ Check that the document(s) allow the worker to do the work on offer

Training and Promotion

- ✓ Ensure that all staff and minorities regardless of their sex are being trained and developed along with other employees and have the same opportunities for progression within the Company.
- ✓ As a general rule, not use age as a primary discriminator in training and promotion decisions.
- ✓ Examine selection criteria for training and promotion opportunities to ensure they do not indirectly discriminate.
- ✓ Monitor the progress of all trainees against the equal opportunities policy and its requirements.
- ✓ Ensure that equal standards are being operated when undertaking performance reviews and assessments.
- ✓ Where appropriate encourage all staff and minorities, regardless of their sex, to put themselves forward for training and promotion.

Victimisation and Harassment

- ✓ Investigate all complaints of discrimination and harassment thoroughly however minor they may be considered at first sight.
- ✓ Take disciplinary action against any employee found to have discriminated against another employee on the grounds of sex, race, ethnic origin, religious beliefs or disability.
- ✓ Take disciplinary action against any employee found to have harassed another employee on the grounds of sex, race, ethnic origin, religious beliefs or disability.

Publication & Responsibility of This Policy

- ✓ The contracts director responsible for personnel will have overall responsibility for implantation and monitoring of the policy.
- ✓ Managers are responsible for ensuring that equal opportunities are promoted within their departments.
- ✓ Each manager or supervisor must ensure that all employees are aware of their responsibility not to discriminate and every employee has an obligation not to practice discrimination in carrying out their duties.
- ✓ Information will be disseminated to ensure that the requirements of the policy are complied with.
- ✓ Ensure that all employees, especially new employees and those in positions of authority are made aware of this Policy.

Monitoring & Review

- ✓ The provisions of this policy will be monitored and reviewed at regular intervals, and positive action will be taken to remedy any defects.

STATEMENT ON HARASSMENT

Grounds of Harassment

Much discussion of harassment has concentrated on sexual nature, defined in the EC Code as "unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work". This can include unwelcome physical, verbal or non-verbal conduct. It commonly refers to unwelcome advances or requests for sexual favours, often linked to promises or threats about employment prospects. Employees will be able to report any behaviour which they deem offensive even if it is not directed at them, and the complainant does not to possess the relevant characteristic themselves.

Whilst sexual harassment is a significant workplace problem, it is one of many types of harassment at work. People can be subject to harassment on a wide variety of grounds including:

- ✓ Their sex or sexual orientation
- ✓ Their gender reassignment
- ✓ Their race, ethnic origin, nationality or skin colour
- ✓ Their disabilities, sensory impairments or learning difficulties
- ✓ Their age or youth
- ✓ Their willingness to challenge harassment, leading to victimisation
- ✓ Their real or suspected infection with AIDS/HIV

This list is not exhaustive. Anyone who is perceived as different, or who is in a minority, or who lacks organisational power, runs the risk of being harassed. Thus, health, physical characteristics, personal beliefs and numerous other factors may lead to harassment, and this can occur between people of the same sex or the opposite sex.

Forms of Harassment

Harassment may also take many forms. It can range from extreme forms such as violence and bullying, to less obvious actions like ignoring someone at work. Whatever the form of harassment, it will be unwanted behaviour which is unwelcome and unpleasant. Forms of harassment may include:

- ✓ Physical contact ranging from touching to serious assault
- ✓ Visual display of posters, graffiti, obscene gestures, flags, bunting and emblems
- ✓ Bullying ranging from pressure for sexual favours to pressure to participate in political/religious groups
- ✓ Intrusion by pestering, spying and following.
- ✓ Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, and letters
- ✓ Isolation or non-co-operation at work, exclusion from social activities.

Harassment exacts a high price from employees and employers alike. Employees can be subject to fear, stress and anxiety, which may put great strains on personal and family life. It can lead to illness, increased absenteeism, and an apparent lack of commitment, poor performance and even resignation. All these have a direct impact on organisational effectiveness.

Third party harassment

Within the context of some of the discrimination legislation employers may be liable if they unreasonably fail to protect employees from third party harassment, for example by clients or customers.

The employer is only liable if they knew that the woman or man has been subject to such harassment in the course of their employment on at least two other occasions by a third party. It is immaterial whether the third party is the same or a different person on each occasion.

Policy Statement

This Company will not tolerate any form of harassment amongst employees. If any employee is found guilty of harassing another, disciplinary action will be taken which could lead to dismissal. In cases of serious harassment, criminal action may be taken against the perpetrator. It is the duty of all Supervisors and Managers to uphold this policy and to report any known actions of harassment to a Director immediately. All employees are responsible for their own behaviour under the policy and to discourage any form of harassment.

Making Complaints of Harassment

Any employee who considers they have been harassed should make their complaint to a senior member of management. Any complaint will be treated in confidence and if preferred, may be raised on behalf of the complainant by a colleague. However, if formal action is to be taken against the perpetrator it will be necessary for a senior member of management to speak to the complainant directly in order to ensure that the facts are correct.

Dealing with Complaints

When a complaint has been made it will be investigated by a Director and investigated thoroughly as quickly as possible. The rights of the alleged perpetrator as well as those of the complainant will be protected. All parties will have the right to be represented and accompanied at any investigation meetings. Confidentiality will be upheld throughout all investigations to protect all concerned. A Director will be responsible for deciding what action should be taken against any employee found guilty of harassment and what measures to put in place to safeguard others in the future.

Advice and Counselling

Where necessary, a person who has complained of genuine harassment will have access to someone who can give them sympathetic, informed advice and counselling. Depending on the severity of the harassment, this may involve internal members of senior management or the use of external professional counsellors. Where appropriate, counselling may also be given to individuals whose behaviour has been found unacceptable. If the counsellor is someone from within the Company, that person will not be part of the formal investigation procedure.

Latest Review Dated **17 January 2018**

Signed By

Managing Director



Gary Venner