



1 POLICY STATEMENT

- 1.1 Royal British Legion Industries (RBLI) is committed to the principle that employees should be able to work in an environment free from intimidation, harassment or discrimination of any kind, and is firmly committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.
- 1.2 Consistent with these commitments, RBLI operates within the framework of employment law and best practice and recognises that discrimination is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce.
- 1.3 RBLI believes that recognising diversity within the organisation and embracing the individual and professional differences of its employees is of benefit to the Company and helps to bring a wider range of skills and experience into the workplace.
- 1.4 It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment, is victimised or the subject of harassment or bullying, on the grounds of gender, marital status, sexual orientation, disability, race, colour, nationality, ethnic origin, age, religion or belief, or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified.
- 1.5 Examples of unacceptable behaviour include unwelcome sexual attention; comments, teasing or jokes of a sexual nature; racist abuse and jokes; threatened assault or physical attack; treating people less favourably because of prejudice and making assumptions based on sex, race, colour etc.
- 1.6 The recruitment, development, promotion and treatment of employees or job applicants shall be based solely on factors relevant to the job and performance but with particular encouragement for those with disabilities in accordance with the Disability Discrimination Act 1995.
- 1.7 This policy applies to all RBLI employees and to all job applicants.
- 1.8 This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any Codes of Practice issued by the Commission for Racial Equality, the Equal Opportunities Commission and the Department of Employment, and guidance from the Department of Health, and other statutory bodies.



EQUAL OPPORTUNITIES

2 DEFINITIONS

2.1 Where discrimination against any person or group is referred to it shall be deemed to be potential discrimination within any of the categories listed in the policy statement. Two types of discrimination are covered by statute – direct and indirect.

2.1.1 ***Direct Discrimination***

2.1.1.1 Direct discrimination occurs when a person or group is treated less favourably than others on the basis of their gender, marital status, sexual orientation, disability, race, colour, nationality, ethnic origin, age, religion or belief, or to discriminate against a job applicant on the basis of a spent conviction.

2.1.2 ***Indirect Discrimination***

2.1.2.1 Indirect discrimination occurs when a condition or requirement is imposed which, although applied equally to all individuals or groups, is such that:

- The number of people who can comply with it is significantly smaller than the number of people who cannot comply
- The Employer cannot show it as being justifiable based upon the needs of the job
- It is to the detriment of the individuals concerned because they cannot reasonably comply with it.

3 RESPONSIBILITIES

3.1 ***Managers***

3.1.1 Managers are responsible for ensuring that all equal opportunities obligations are fully complied with by themselves, their supervisors and employees and for ensuring a harmonious working environment. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible



EQUAL OPPORTUNITIES

3.2 Employees

3.2.1 All employees are responsible for ensuring that they are aware of the Equal Opportunities Policy. In particular all employees should:

- act in accordance with and fully comply with the policy and arrangements
- not discriminate in their day to day activities or induce others to do so
- not victimise, harass or intimidate other employees or groups on the grounds specified in the policy statement
- inform their manager if they become aware of any discriminatory practice

3.2.2 Any breach of this policy may render an employee liable to disciplinary action, which could result in dismissal from the Company.

3.3 Human Resources

3.3.1 Human Resources is responsible for ensuring that the policy is understood and implemented at all levels. Interpretation and development of the policy and for ensuring that procedures are in place to implement and monitor its effectiveness also falls under the responsibility of Human Resources including: -

Training and Development

All employees will be provided with equal access to Company training activities and facilities in order to support their continued development within the organisation

Recruitment and Selection

All applications for employment either from internal or external sources will be assessed against an individual job specification and their skills, competencies, experience and technical expertise will determine any selection outcome. The Company will in all cases review what reasonable adjustments can be made to support an applicant with a known underlying health condition successfully progress or commence employment with the Company.

3.3.2 Any employee involved in management; recruitment & selection, development, promotion or training of another member of staff will receive appropriate skills training with a particular emphasis on equal opportunities.

POLICY



EQUAL OPPORTUNITIES

4 MONITORING

4.1 Employees or job applicants may be requested to provide information from time to time to denote any disability and/or their ethnic origin, marital status, nationality, race and religion for the sole purpose of monitoring the effectiveness of this policy.

5 GRIEVANCE

5.1 Any employee with a grievance alleging discrimination and considers that he/she has been treated in a manner contrary to this policy should inform their manager or Human Resources as soon as possible so that the matter may be promptly and thoroughly investigated and appropriate action taken. Any such complaint will be treated seriously and the steps laid down in the Company Grievance Procedure should be followed.

5.2 The grievance investigation will be carried out in the strictest confidence and will not prejudice an employee's current employment or future career prospects.

Originator's Signature:

A handwritten signature in black ink, appearing to read 'David Jessop', written over a light blue horizontal line.

Name:

David Jessop

Position in Company:

Director of Operations and HR

POLICY