

Equal Opportunities Policy

February 2022

The Company is committed to providing a working environment in which employees are able to realise their full potential and to contribute to business success irrespective of their gender, race, or disability. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, the Company is committed to identifying and eliminating discriminatory practices, procedures, and attitudes throughout the organisation. The Company expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, race, colour, nationality, ethnic or racial origins, marital status, religion or disability. This commitment applies to all the aspects of employment outlined below: -

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures.
- Training.
- Promotion and career development opportunities.
- Terms and conditions of employment, and access to employment related benefits and facilities.
- Grievance handling and the application of disciplinary procedures.
- Selection for redundancy.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. The Company will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Company's employment policies and procedures, not just those specifically connected with equal opportunity.

Sexual Harassment

The Company believes that all employees are entitled to be treated with dignity and respect while at work and when representing the business in any capacity outside of work.

This policy statement has been prepared to make clear to employees that the Company will not tolerate the sexual harassment of one employee by another.

Sexual harassment is unwanted conduct directed towards an employee by a fellow employee (or group of employees) which is of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome and offensive by the recipient.

Managing Director: F Adams
Directors: A Ferns, S Harrow, S Macphail
Associates: B Sim, C Weir



This could include: -

- Unwanted physical contact.
- Unwelcome sexual advances, propositions, suggestions or pressure to participate in social activity outside work, where it has been made clear that this is not welcome.
- Conduct which is intimidatory, physically or verbally abusive, including the display of explicit material, the use of sexually explicit humour, and comments of a sexual nature whether directed specifically at any particular individual or not.
- Suggestions that sexual favours may further an employee's career, or that refusal may hinder it.

The Company regards sexual harassment as a form of intimidation which has the effect of insulting and demeaning the employee against whom it is directed. It is therefore unacceptable in the working environment and the Company will take positive action to prevent its occurrence.

How Complaints Of Discrimination And Harassment Will Be Dealt With

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with his or her immediate manager.

A more formal means of complaint is to utilise the Company's Grievance Procedure set out in the Employee Handbook. Irrespective of how an issue of harassment arises, the Company commits itself to making a thorough attempt to resolve all matters of harassment.

If You Are Accused Of Discrimination Or Harassment

If you are accused of acting in a discriminatory manner towards a fellow employee, or a job applicant, or if you are accused of harassment, the complaint will be fully investigated. In the course of the investigation you will be given a proper opportunity to rebut the allegation, and provide an explanation of your actions.

If it is concluded that there was no discrimination or harassment this will be the end of the matter. If it is concluded that a false claim has been maliciously made against you, the person or persons responsible may be subject to disciplinary action.

If it is concluded that you have acted in a discriminatory manner, or have harassed another employee your manager will consider what action to take. This may range from counselling to formal disciplinary action, including dismissal in serious cases.

Management Responsibilities

Managers are the guardians of equality of opportunity within their areas of responsibility. Equal opportunities are part of the larger management responsibility of ensuring that the employment environment provides employees with motivation to do a good job. This will be impossible to achieve if individuals feel that they are being treated unfairly. Where problems or complaints arise managers must take these seriously and make sure they are fully investigated and that any necessary follow-up action is taken. This may include initiating disciplinary action against employees who have committed acts of discrimination or harassment.

Employees' Responsibilities

Employees have a personal responsibility for the practical application of equal opportunities initiatives. The co-operation of all employees will be needed for the Company to make real progress in this area. In everyday ways we can all contribute to an improved working environment, for example by not making assumptions about people based on their sex or their ethnic background, by challenging those who express prejudice, and by making

suggestions to managers about how the working environment can be improved to enhance equal opportunities.

Finally, remember that equality of opportunity is about good and effective employment practice, and about creating an environment in which everybody can be assured that their contribution is valued.

Guidance to Interviewers

In response to the Equality Act - Code of Practice in Employment (2010), the following guidance is provided for staff involved in the recruitment of temporary and permanent staff. This guidance should be applied in advertising for temporary and permanent positions and when interviewing prospective candidates.

1. When seeking either temporary or permanent staff, it is the policy of the company to follow an open recruitment policy. Advertisements will be placed in national and local papers or with job centres and careers services, as appropriate. Advertisements should also be placed in the appropriate technical journals, as dictated by the type of applicant required. Advertisements will state the company's status as an Equal Opportunities Employer.
2. Interviewers should be aware that it is unlawful, under the Race Relations Act 1976, to discriminate against a person, directly or indirectly, or by victimisation in the field of employment. Direct and indirect discrimination and victimisation are defined below:
 - **Direct discrimination** consists of treating a person, on racial grounds, less favourably than others are or would be treated in the same circumstances. Segregating a person from others on racial grounds constitutes less favourable treatment.
 - **Indirect discrimination** consists of applying in any circumstances covered by the Act a requirement or condition which, although applied equally to persons of all racial groups, is such that a considerably smaller proportion of a particular racial group can comply with it and it cannot be shown to be justifiable on other grounds than racial grounds.
 - **Victimisation** consists of giving less favourable treatment to a person than to others in the same circumstances because it is suspected or known that he or she has brought proceedings under the Act, or has given evidence or information relating to such proceedings, or alleged that discrimination has occurred.
3. Depending on the type and duration of a project, and the type of work required, it may be appropriate to approach an employment agency. In such cases the agency should be asked to provide advice on its Equal Opportunities Policy.
4. When interviewing staff for either temporary or permanent positions at least two members of staff should be present, one of which should be either a Senior Engineer, Associate or Director, as appropriate to the grade and type of position being offered.
5. To guard against interviewers being influenced by racist stereotypes, all applicants will be assessed on merit, based on academic qualifications and employment history. Standard question sheets are intended to form the basis of interviews for both temporary and permanent positions. Certain questions may be omitted as appropriate, depending on whether the post in question is technical or administrative in nature.
6. In order to assess the efficient operation of the Equal Opportunities Policy, records will be kept of the employee selection process.

7. Any problems associated with an interview, including complaints or comments made by an applicant, should be referred to the Managing Director, to be reviewed with the interview team.

Signed:



Date: 02/02/22

(Director)