

## ASM Scaffolding - Equality Policy

The purpose of this Policy is to ensure that there is a fair, systematic and legally compliant approach to the enforcement of ASM Scaffolding Equal Opportunity Policy.

ASM Scaffolding Ltd is fully committed to the principle of equal opportunity in employment and seeks to ensure that the careers of all employees are determined solely on merit and opportunity and that judgement about employees are free of the effects of bias and prejudice.

### **Legislation**

ASM Scaffolding Ltd will comply with all relevant legislation identified Beacon Scaffolding Ltd will comply with all relevant legislation such as The Equalities Act 2010 "Race Relations Act 1976", "Equal Pay Act 1970", "Sex Discrimination Act 1975", "Disability Discrimination Act 2005", "Employment Act 1989", "Trade Union and Labour Relations (Consolidation Act) 1992", as subsequently amended and also related codes of practice.

We will ensure job applicants, employees, visitors, general public will not receive less favourable treatment because of a protected characteristic, namely:-

- sex,
- sexual orientation,
- pregnancy or maternity,
- age,
- marriage or civil partnership,
- race,
- religion or belief,
- disability or gender reassignment.

The Company and its Director place great emphasis on maintaining procedures, which are free from all forms of discrimination.

In promoting the above practice, the Company fulfils its social responsibility towards its employees and communities in which it operates, and also recognises its legal obligations under the relevant current legislation. Any staff involved in the recruitment of new employees will be made familiar or trained in the implementation of this policy.

Any employee who believes that he or she is being discriminated against in any of the above areas should be advised to raise the matter through the Grievance Procedure.

Current employment legislation is designed to prevent discrimination and identifies actions, which will be regarded as unlawful. Discrimination may be either direct or indirect and may include victimisation and/or harassment. Broad definitions of these terms are as follows:

### **Direct Discrimination**

Direct discrimination consists of treating a person on grounds of their sex, sexual orientation, pregnancy or maternity, age, marriage or civil partnership, race, religion or belief, disability or gender reassignment less favourably than others are/would be treated in the same or similar circumstances. For example, refusing to employ an applicant on sexual or racial grounds is less favourable treatment.

## **Indirect Discrimination**

Indirect Discrimination consists of applying a provision, criterion or practice which is applied to all but which in practice has a disproportionately adverse effect on groups of a protected characteristic.

## **Victimisation**

Victimisation occurs when individuals are treated less favourably than others in the same circumstances because it is suspected or known that they have brought proceedings relating to discrimination or harassment or have given evidence relating to such proceedings. In addition ASM scaffolding will ensure that any form of blacklisting will not be carried out and will not have any effect on employment of person's within the business.

## **Harassment**

Harassment can be defined as any behaviour which is unwanted and which a person finds intimidating, humiliating, upsetting or offensive. It is not the intention by the harasser that decides whether harassment has taken place but whether the recipient feels the behaviour is unacceptable. In recognising its legal and social responsibilities, the Company has implemented the policy to help ensure that equal opportunities are being practiced which are consistent with the relevant legislation and Codes of Practice.

It is the responsibility of all employees to ensure that they comply with these policies and procedures, any employee who is found to have breached the policy will be subject to disciplinary action which could result in dismissal.

## **Monitoring**

The size of the company is small enough to monitor relationships between personnel and any identified discrimination, harassment or victimisation will managed in line with this policy. Employees will also be informed that the company embraces an 'open door' policy where they can speak without fear of recrimination.

## **Complaints Procedure**

The following procedure briefly sets out the action to be taken by employees who wish to seek ways and means of rectifying a situation which to them appears incorrect or unfair. It is the intention of the Company that staff who have a grievance get the matter rectified, or are given an explanation as to why the circumstances exist, as soon as possible. Should employees have complaints they should, in the first instance, discuss the matter with their Line Manager. If the Manager cannot deal with the problem in the time limit stated below, they may request further time to consider the matter.

<b>Stage</b>	<b>Employee to Contact</b>	<b>Time limit for response</b>
One	Line Manager	Verbally or in writing within 3 working days.
Two	Director (Alex Martin)	In writing within 5 days.

The Company Director has the responsibility of the implementation and monitoring of this policy.

Alex Martin - **Managing Director**



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