

# **CONTACT DESIGN LIMITED**

## **EQUAL OPPORTUNITIES POLICY**

### **1. OUR COMMITMENT**

1.1 CONTACT DESIGN LTD IS COMMITTED TO WORKING TOWARDS EQUAL OPPORTUNITIES TO ENSURE THAT WE DELIVER SERVICES AND PROVIDE EMPLOYMENT FAIRLY. WE WILL ENDEAVOUR TO TREAT ALL PEOPLE EQUALLY AND FAIRLY WHETHER THEY ARE:

- Seeking employment or are already employed within the company
- Clients, customers and potential candidates for vacancies
- Visitors to the company
- Contracting to supply goods and services to the company

1.2 The equal opportunities policy aims to ensure that no individual receives less favourable treatment on grounds of race, nationality, ethnic origin, religious beliefs, disability, gender identity, marital status, sexual orientation, age (subject to normal retirement age), working pattern, education or social background or Trade Union preference or activity and that there are no conditions or requirements which cannot be shown to be justified.

### **2. SCOPE**

2.2 This policy applies to all Contact Design Ltd employees whether they are full time, part time or employed on fixed term contracts. There is no minimum qualifying period of employment necessary in order to gain protection under the relevant legislation.

2.3 This policy applies to all aspects of the employment process, including recruitment and selection, training, promotion, career development and selection for redundancy and forms part of the terms and conditions of employment.

### **3. LEGAL OBLIGATIONS**

It is unlawful to discriminate against someone in relation to his or her sex, marital status, gender identity, colour, race nationality, age, religious beliefs, national or ethnic origin and trade union membership.

It will also be unlawful to discriminate on the grounds of:

Sexual orientation - legislation comes into force in December 2003  
Religion or belief - legislation comes into force in December 2003  
Age - legislation comes into force in December 2006

In applying the policy Contact Design Ltd will take account of the following legislation and associated codes of practice:-

The Disability Discrimination Act 1995 provides that unless the treatment is justified, it is unlawful to treat individuals less favourably because of a reason relating to a disability.

The Race Relations Act 1976 (and its amendments of 2000) makes it unlawful to discriminate against a person, directly or indirectly, on racial grounds.

The Sex Discrimination Act 1975 makes it unlawful to discriminate against a person on the grounds of his or her sex or marital status.

The Equal Pay Act 1970 establishes the right of men and women to equal treatment with regard to terms and conditions of employment, when they are employed to undertake the same or broadly similar work or work that has equal value.

The Trade Union and Labour Relations (Consolidation Act) 1992 makes it unlawful to discriminate on the grounds relating to trade union membership.

To aid overall understanding, the following are broad definitions of discrimination:

**Direct Discrimination** occurs when someone is treated less favourably than others (or would be) on the grounds of his or her sex, race, nationality, marital status etc.

**Indirect Discrimination** occurs when a requirement or condition is set, which cannot be objectively justified and whereby one group is less able to comply with than another (i.e. a job advert which states applicants must be over 6' in height indirectly discriminates against women as fewer women than men exceed 6')

**Harassment** is a form of discrimination. This is defined as "unwanted physical or verbal conduct directed against an individual on account of his or her sex or race".

**Victimisation** occurs when an employer takes action amounting to discrimination against an employee because that employee has brought proceedings, given evidence or done anything which is protected under the terms of any of the above acts.

#### **4. Responsibilities**

Employees/workers are able to raise genuine concerns relating to the areas covered by this policy, without fear of reprisals and, wherever practicable, with those concerns being treated in confidence.

All employees/workers are responsible for:

Promoting equal opportunities in the workplace and the contents of this Policy

Informing their manager if they believe they have been unfairly discriminated against.

Advising their manager if they become aware of unfair discrimination in the workplace.

Being aware that any deliberate breaches of this Policy will be deemed as having committed a disciplinary offence, which is also potentially unlawful. Such a breach will be dealt with in accordance with the company's disciplinary procedure.

Ensuring that they raise with their supervisor or direct manager, any doubts or concerns they have about the application of this policy.

Managers are responsible for:

Taking appropriate action to investigate complaints brought to their notice and if necessary, recommending remedial measures.

## **5. Monitoring**

Monitoring is an integral part of this Policy.

Contact Design Ltd will as a minimum, monitor the composition of the workforce and job applicants and introduce appropriate corrective action if it appears that this policy is not fully effective.

## **6. Our Aims in Employment**

Contact Design Ltd believes that as an employer our workforce should reflect, at all levels, the community that it serves. We will aim for fair and equal opportunity in all areas of employment and take positive action to eliminate unfair discrimination. We will also provide a safe, secure working environment that values the identities and cultures of all our employees.

## **7. Training and Development**

Contact Design Ltd is committed to the personal development of every employee. Employees will be supported to undertake the training and development they need to help them to achieve and maintain a high standard of performance and be encouraged to achieve their full potential.

Employees will be given appropriate training in the application of this Policy.

## **8. Harassment at Work**

Contact Design Ltd is committed to creating a workplace where every employee is treated with dignity and respect. Harassment or bullying within the workplace is unacceptable and any employee who feels harassed can complain without fear of being victimised or isolated. The Contact Design Ltd grievance policy provides a clear and effective process for handling complaints.

## **9. Disciplinary and Grievance Procedures**

Under the Disciplinary Procedure, unfair discrimination, harassment and bullying of employees, clients or members of the public will be treated very seriously and investigated thoroughly and promptly.

## **10. Revision of Policy**

The Directors reserve the right to amend this Policy at any time.