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## EQUALITY & DIVERSITY POLICY

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### Purpose and Scope

The purpose of this Equal Opportunities Policy is to communicate our commitment to equality of opportunity in employment, with the aims of ensuring that all employees and job applicants are treated fairly and equally and supporting the Company's objective of providing a working environment that is free from all forms of discrimination.

The policy applies to all staff within the Company, including employees and other workers, such as temporary workers and contractors. All staff are expected to put this policy into practice.

A copy of this policy will be made available to all employees via the companies 'Z Drive', on the staff notice-board and will be made available to other workers on their engagement. Job seekers and applicants can access the policy via the Company's website and will be sent a copy of the policy on request.

In addition, all employees will receive a briefing on this policy on commencement of their employment as part of their company induction. All employees already working in the company will, on the release of this policy will receive a briefing.

Any questions about the policy should be directed to General Manager Bryce Bellman.

This policy does not form part of employees' contracts of employment and the company may amend it at any time. The policy is regularly reviewed at least annually and may be amended at any time.

### Policy Statement

It is the Company's policy to provide equal opportunity and avoid unlawful discrimination in all aspects of employment including recruitment, promotion, training, pay and benefits, discipline and selection for redundancy. Employees are required to adhere to this policy so as to avoid committing unlawful acts of discrimination.

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnicity), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as 'protected characteristics'.

### Types of unlawful discrimination

The following are forms of discrimination that this policy aims to avoid:

**Direct discrimination:** This occurs where a person is treated less favourably because of a protected characteristic. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

**Indirect discrimination:** This occurs where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would

be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**Harassment:** This occurs where there is unwanted conduct, related to one or more protected characteristics that have the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

- Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as clients or customers. For an employer to be liable:

- the harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment)

- it must be aware that the previous harassment has taken place; and

- it must have failed to take reasonable steps to prevent harassment from happening again

The Company has a separate Harassment Policy, which deals with these issues.

**Associative discrimination:** This occurs where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (other than marriage and civil partnership).

**Perceptive discrimination:** This occurs where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership).

**Victimisation:** This occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he or she made or supported a complaint or raised a grievance, or because he or she is suspected of doing so. However, an employee is not protected from victimisation if he or she acted maliciously or made or supported an untrue complaint.

**Failure to make reasonable adjustments:** This occurs where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

## **Creating equal opportunities in the workplace;**

There are a number of ways in which the Company aims to ensure equal opportunities in the workplace, including:

### **Recruitment & Selection**

Advanced Maintenance UK Ltd actively promotes equality of opportunities for all with the right mix of talent, skills and potential. We select all job candidates based on their skills, qualifications and experience.

It is the company's policy that all vacancies will be advertised internally (via the company's internal communication policy's) as well as externally. Existing employees are encouraged to apply for vacant posts if they have the requisite skills, qualifications and experience.

Job applicants will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

The selection of candidates for interview will be decided on objective criteria as set out in the job advertisement and job description. Shortlisting, interviewing and selection will always be carried out without regard to Sex, Civil Partnership or Married Status, Sexual Orientation, Gender Reassignment, Pregnancy or Maternity, Race, Colour, Nationality, Ethnic or National Origins, Religion or Belief or Age.

Any applicant who has a disability will not be excluded unless it is clear that the applicant does not meet the minimum criteria outlined in the job description and they would still fail to do so even if reasonable adjustments were made to work premises or to work provisions, criteria or practices. Reasonable adjustments will also be made to the recruitment process to ensure that no applicant is placed at a substantial disadvantage because of their disability.

## **DBS**

Advanced Maintenance UK Ltd actively promotes equality of opportunities for all including those with criminal records. We select all job candidates based on their skills, qualifications and experience.

Having a criminal record will not necessarily bar a person from working in the company. This will depend on the nature of the job role and the circumstances and background of the criminal offences. The company's approach towards employing ex-offenders differs depending on whether the job role is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all recruitment literature will contain a statement that a DBS check will be requested in the event of the individual being offered any position within the organisation.

## **Flexible Working Policy**

The company is committed to equal opportunity employment. Any employee that undertakes flexible working, or makes a request to do so, will not be treated less favourably, or suffer any detriment.

Where a request for flexible working is granted this will result in a permanent change and a variation of the terms and conditions of the employee. There is no statutory right for a return to the terms and conditions that applied before the flexible working came into effect, should the employee's circumstances change, although the company will try to accommodate a return to full-time working wherever possible.

## **Training**

The Company may provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Company may provide training to all existing and new employees and others engaged to work at the Company to help them understand their rights and responsibilities and what they can do to help

create a working environment free of bullying and harassment. The Company may provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

## **Responsibilities of employees**

Every employee is required to assist the Company to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **Monitoring and Review**

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the Company will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the Company will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

## **Grievances**

If you believe you have been discriminated against, you should raise the matter in accordance with the Company's Grievance Procedure. A copy of the Grievance Procedure can be found in the company Handbook or is available on the companies 'Z Drive'. If you believe that you may have been subject to harassment you are encouraged to raise the matter under the Company's Harassment Policy.

Any employee who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action under the Disciplinary Procedure, up to and including dismissal. Non-employees will be subject to appropriate formal action that may, depending on the circumstances, involve terminating any contract or agreement.

The Company will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.

You will not be penalised for raising a grievance, even if your grievance is not upheld unless your complaint is both untrue and made in bad faith.