Equal Opportunities in Employment

The policy of DCL joinery & contractors is that all applicants for employment and employees shall be given equal opportunities in all areas of employment. This means that no job applicant or employee receives less favourable treatment on the grounds of gender, age, marital status, social class, colour, race, ethnic origin, religion, sexual orientation, creed or disability. Neither should they be disadvantaged by conditions or requirements that cannot be shown to be relevant to the job. The Company places great emphasis on maintaining procedures that 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 Race Relations Act, the Sex Discrimination Act, The Equal Pay Act, the Disabled Persons Employment Act, Employment Equality (Religion or Belief) Regulations and Employment Equality (Sexual Orientation) Regulations

Any employee who believes that he or she is being discriminated against in any of the above areas should raise the matters through our 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 applying a requirement or condition which, although applied equally to all persons, is such that a considerably smaller proportion of one sex, marital status or particular racial group can comply with that requirement or condition and it cannot be shown to be justifiable.

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 under the Sex or Race Discriminations Acts; have given evidence relating to such proceedings; or have alleged in good faith that discrimination has occurred.

Harassment
Harassment involves actions, attentions either verbal or non-verbal, or behaviour of a sexual/racial nature, which are deliberate, unwelcome or unwanted. Similarly the use of abusive language or behaviour towards employees from other racial groups will be regarded as harassment.

Sexual Harassment
Sexual harassment is a form of sexual discrimination. It occurs in a variety of situations which share a common element; the inappropriate introduction of sexual activities or comments into the work situation. Sexual harassment often involves relationships of unequal power, and contains elements of coercion. However, it may also involve relationships among equals.

Such behaviour may include;

- suggestive and unwelcome comments or gestures emphasising the sexuality of an individual or of a group;
- displaying of pornographic pictures at the workplace;
- unwelcome or derogatory remarks regarding the sexual orientation or preference of an individual or a group;
- unnecessary and unwelcome physical contact, touching or patting;
- criminal acts such as indecent exposure or sexual assault.

Sexual harassment occurs when any such behaviour creates an intimidating, hostile or offensive environment for employment or for social life. Differences of attitude or culture or the

misinterpretation of social signals can mean that what is perceived as sexual harassment by one person may not seem so to another. The defining features, however, are that the behaviour is offensive or intimidating to the recipient and would be regarded as sexual harassment by any reasonable person. It should be noted that the perception of a third party will be considered to be as important as the actual parties to the incident.

Racial Harassment
Racial harassment is difficult to define in terms of what is acceptable or unacceptable behaviour but may be defined as a hostile or offensive act or expression by a person or group of one racial or ethnic origin against a person or group of another, or incitement to commit such an act on racial grounds.

Such behaviour may include;

- insults and racist jokes;
- verbal threats and abuse;
- physical attack;
- ridicule of an individual for culture differences;
- exclusion from normal workplace conversation or social events;
- derogatory name-calling;
- unfair allocation of work and responsibilities;
- Racist graffiti or insignia.

Other Forms of Harassment

There are other forms of harassment which equally can cause misery for those who suffer them. Such harassment may occur in any working environment used by the Company's staff including the telephone and e-mail facilities. It may include;

- intimidation, haranguing, threats or abuse, victimisation;
- insults or ridicule about a person's work, attitudes, character or personal life;
- derogatory remarks concerning personal or physical characteristics or appearance;
- persistent teasing;
- constant unfounded criticism of the performance of work tasks.

In recognising its legal and social responsibilities, the Company has established the following policies and procedures 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 these policies and procedures are complied with. Any employee who is found to have breached the policy will be subject to disciplinary action which could result in dismissal.

Policy Guidelines

It is unlawful to publish or place for publication an advertisement or notice which indicates, or might reasonably be taken to indicate, an intention to discriminate against applicants from one sex or a particular racial group.

It is also unlawful to discriminate in the arrangements made for recruitment/selection and in the ways of affording access to opportunities for promotion, transfer or training. Selection criteria should be related to job requirements and must not be discriminatory. If you feel you have been discriminated against or are being subjected to sexual or racial harassment, you should lodge a complaint or discuss the matter immediately with the company owner: Mr Douglas Livingstone.

SIGNED: _____ D LIVINGSTON DATE: 30/10/18

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