

# CAN – Equal Opportunities Policy

## Introduction

CAN\*, in publishing this policy on Equal Opportunities, records its commitment to Equal Opportunities and its recognition that, in society as a whole, some groups and individuals are disadvantaged in terms of employment.

It is our intention that this policy will address all areas of discrimination, and that the Company will abide by statute, including the Equality Act 2010, the Race Relations Act 1976, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995 and the Employment Equality (Age) Regulations 2006.

The Company recognises that discrimination on the grounds of sex, race, disability, marriage and civil partnerships, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief or age can be direct or indirect.

Direct discrimination consists of treating a person, on the protected characteristics in the paragraph above, less favourably than others are or would be treated in the same circumstances. Segregating a person from others on any of these grounds constitutes less favourable treatment.

Indirect discrimination consists of applying a requirement or condition which, whether intentional or not, adversely affects a proportion of someone with a protected characteristic more so than someone without one.

Discrimination on the grounds of disability can also include failing to make reasonable adjustments for a disabled employee.

The Company policy on Equal Opportunities is applicable to all Directors and staff, and also aims to encourage co-operation from suppliers and others served by the Company.

## Summary Statement

CAN aims to be an Equal Opportunities Company, which means:

- 1) In the provision of employment and services the Company will seek to ensure equality of opportunities and treatment for all persons.
- 2) No person or group seeking jobs, services or contracts with the Company will be treated less favourably because of their protected characteristic (subject to specific statutory obligations).
- 3) To fulfil the commitments made in this statement, the Company will seek information from applicants for employment, so as to allow monitoring and assessment of its Equal Opportunities Policy to be carried out.
- 4) The contents of this statement will be communicated (translated where appropriate) to Directors and staff.

## Recruitment

The aim of this company is to recruit staff on a fair and non-discriminatory basis.

In order to achieve this, the Company should, in pursuance of good personnel practices, seek to attract applicants from as wide a section of the community as possible using sources such as schools, youth clubs, job centres, careers offices and local press.

## Selection

The aim of this company is to select staff on a fair and non-discriminatory basis.

In order to achieve this:-

Selection will be based strictly on objective criteria (person specification, job description) and the individual's suitability and experience in relation to these criteria.

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When applicants are interviewed, where possible, in order to avoid potential bias or discrimination, there should be at least two people on the interviewing panel.

The use of selection tests will be examined to ensure that they are related to job requirements and are not unlawfully discriminatory.

### **Promotion**

The aim of the company is to promote staff on a fair and non- discriminatory basis.

In order to achieve this:-

The promotion criteria will relate specifically to the individuals ability and aptitude to do the job.

The company will periodically review the promotion procedure.

The company will monitor the ethnic origin and age-range of promoted staff.

### **Transfer**

The aim of the company is to (where necessary) transfer staff on a fair and non-discriminatory basis.

In order to achieve this:-

The company will not automatically transfer staff who complain of discrimination.

The company will monitor transferred staff.

The company will periodically review its criteria for transferring staff.

### **Training**

All persons responsible for recruitment, selection, promotion and transfer of staff should receive ongoing training in equal opportunities.

Training will enable staff to recognise the company's legal obligations as well as develop the necessary skills to interpret the equal opportunities policy into practice.

### **Grievance, Disciplinary and Disputes Procedure**

The Company treats breaches of this procedure seriously. Therefore all grievances and complaints regarding discrimination will be thoroughly investigated by the Company.

Employee(s) guilty of any unlawful discrimination (including harassment, (verbal) abuse and (physical) violence) may be disciplined up to and including dismissal.

### **Victimisation**

It is unlawful to victimise any individual who has pursued a case, complaints or allegations of discrimination by:-

- (i) disciplining them
- (ii) dismissing them
- (iii) transferring them
- (iv) subjecting them to any other detriment

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**Responsibility**

The Managing Director holds the overall responsibility for Equal Opportunity matters affecting CAN, and has been delegated responsibility for corporate implementation and monitoring of the effectiveness of the policy. Heads of Departments of the Company have delegated responsibility and authority to ensure that employees under their care and others affected by their work activity have knowledge and understanding of this policy. Line Managers are responsible for the day-to-day aspects of equal opportunities, for ensuring that policy and procedures are complied with and effective supervision and monitoring is maintained. Notwithstanding these arrangements, all Directors and employees have a personal responsibility for ensuring compliance with both the law and Company policy on this matter.

Signed: 

Position: Managing Director

Date: 15<sup>th</sup> October 2019

Review date: 15<sup>th</sup> October 2020

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