



GISP LIMITED

Equal Opportunity Policy

Equal Opportunity Policy

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1 Purpose

- 1.1 We wholeheartedly support the principles of equal opportunity in employment and are opposed to all forms of unfair or unlawful discrimination. We will treat all job applicants, employees, customers, contractors and suppliers in the same way, regardless of any protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or philosophical belief, sex or sexual orientation).
- 1.2 We seek to promote equal opportunity in job adverts and recruitment, induction, employment, pay and benefits, training and career development (including promotions), terms and conditions of service, and also when managing any grievance or disciplinary issues. This policy can also apply to relationships with suppliers and contractors, as well as to potential employees.
- 1.3 The responsibility for observing the law and operating this policy lies with the Dr. H. E. Rowshanaei “Managing Director”, but the policy can only work effectively with the support and commitment of all colleagues.
- 1.4 We believe that everyone has the right to be treated fairly and with dignity and respect at work, and to work without fear of discrimination, bullying or harassment. We welcome diversity amongst our staff, sub-contractors and visitors, recognising that individuals from a wide range of backgrounds and experience can contribute a wealth of experience to achieving our objectives.
- 1.5 We will regularly review this policy to ensure its continuing compliance with relevant employment legislation and the continuing success of its implementation by:
- ensuring there are no suspected practices in breach of this policy
 - ensuring that selection for promotion, training, work allocation etc. is carried out in a non-discriminatory manner
 - promoting a harmonious working environment and eliminating discrimination and harassment.
- 1.6 This policy is not contractual, but aims to set out how we normally deal with such issues. This policy does not form part of any employment contract and its contents are not to be regarded by any person as implied or express terms to any contract made with us. We reserve the right to amend and update this policy at any time.

2 Scope

- 2.1 This policy applies to all employees, including those on part-time, apprentice, fixed-term and job-share contracts, as well as casual workers and agency staff.

- 2.2 All employees also have a responsibility to apply good equal opportunity practices across our business. All employees, irrespective of their job or seniority, should familiarise themselves with this policy, and be aware of their responsibility and role in promoting equality of opportunity and not discriminating unfairly or harassing colleagues, job applicants or ex-employees, nor encouraging others to do so or tolerating such behaviour. Employees are also encouraged to challenge any unacceptable behaviour should they either witness it or experience it directly. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination, harassment and/or victimisation.
- 2.3 Employees should be aware that not only are we, as the employer, liable for any cases of discrimination or harassment that occur, but individuals also may be held personally liable for their own acts and behaviour.
- 2.4 Managers are responsible for ensuring that fair treatment of all individuals is affected within their department and/or section on a day-to-day basis, with particular reference to recruitment, selection, training and development opportunities and work allocation.
- 2.5 We will also obtain commitments from other persons or organisations such as consultants, subcontractors or agencies that they will also comply with this policy in their dealings with us and our employees.

3 Definition

- 3.1 Discrimination is unfair treatment on the grounds of a “protected characteristic” (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or philosophical belief, sex or sexual orientation) and it is usually against the law

4 Types of discrimination

4.1 Direct discrimination

- 4.1.1 This occurs when a a person is treated less favourably because of a protected characteristic.

4.2 Indirect discrimination

- 4.2.1 This is where the application of a provision (policy), criterion or practice (PCP) is discriminatory in relation to a protected characteristic which an individual has, and: :
- it is (or would be) applied equally to others who do not have that characteristic
 - it puts (or would put) those who share the individual’s characteristic at a particular disadvantage to those who do not have the characteristic
 - it puts (or would put) the individual at that disadvantage
 - it cannot be shown that the PCP is a proportionate means of achieving a legitimate aim.

4.3 Discrimination by association

- 4.3.1 This is discrimination against a person because they associate with someone who possesses a protected characteristic (eg discrimination against an employee who is not disabled themselves, but who has a disabled child).

4.4 Discrimination by perception

4.4.1 This is discrimination against a person because the discriminator perceives the person possesses that protected characteristic, even if the perception is incorrect.

4.5 Harassment

4.5.1 This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment can be regarded as behaviour that is offensive, frightening or in any way distressing and it is the impact on the individual that is important. It may be intentional, obvious or violent, but it can also be unintentional or subtle and insidious.

4.5.2 Harassment may be persistent, or an isolated incident and can take many forms, from relatively mild 'banter' to actual physical violence.

4.5.3 Employees may not always realise that their behaviour constitutes bullying or harassment but they must recognise that what is acceptable to one person may not be acceptable to another. The fact that bullying or harassment was not intended does not mean that it cannot have occurred; however, bullying or harassment will not have taken place if the claimant's perception of the conduct in question is unreasonable in all the circumstances.

4.5.4 The person complaining of bullying or harassment need not necessarily be the person towards which the behaviour is directed. For example, a person who overhears comments made to someone else, and who is offended by those comments, may still make a complaint of bullying or harassment.

4.5.5 Examples of behaviour that may constitute harassment or bullying include (but are not limited to):

- **unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.
- **unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation, distribution or display of suggestive or offensive pictures, objects or written materials (including "pin-up" calendars) or videos through any means.
- **bullying** - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.

- **virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- **coercion** - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.
- **isolation or non-co-operation at work** - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

4.5.6 Such conduct is employment related if, for example, submission to, or rejection of, the conduct is used as a basis for an employment decision; or if the conduct interferes with the affected person's work performance; or if it creates an intimidating hostile, humiliating or offensive working environment.

4.5.7 Bullying or harassment can be a single serious incident or persistent and repeated, continuing after the person subjected to it makes it clear that they wish it to stop.

4.5.8 **Third party harassment and discrimination** refers to harassment and/or discrimination of an employee by any person who is not one of our employees. Third party harassers and discriminators may include:

- customers or clients
- suppliers and
- independent contractors and consultants.

4.5.9 Any employee who believes that they have been the victim of third-party harassment and/or discrimination should immediately inform their manager of the incident and we will take such steps as are reasonably practicable to prevent any recurrence. For the purposes of third-party harassment or discrimination, it is immaterial whether the harasser and/or discriminator is a different person in each instance of harassment and/or discrimination.

4.5.10 If an employee harasses and/or discriminates against a client, supplier or an independent contractor or consultant the employee will be subject to disciplinary action.

4.6 Victimization

4.6.1 Victimization occurs when a person is treated less favourably because they have committed or it is believed they may commit a "protected act". "Protected acts" include bringing legal proceedings related to discrimination against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer about their alleged discriminatory practices, etc.

5 Further guidance on unlawful discrimination

5.1 **Age** – note that this covers people of all ages and age groups, and also their perceived age. Age-related bands are still however permitted in the National Minimum Wage bands and when calculating statutory redundancy payments.

- 5.2 **Disability** - it is unlawful to treat a disabled person unfavourably because of something 'arising in consequence of their disability'. Reasonable adjustments (see below) must be made if these would enable the disabled person to access any services or the ability to be employed, trained, or promoted to the same extent as a non-disabled person. A disabled person is defined as: *"someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities"*.
- "substantial" means neither minor nor trivial
 - "Long term" means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
 - "Normal day-to-day activities" include everyday things like eating, washing, walking and going shopping.
- People with progressive conditions, such as HIV, cancer and multiple sclerosis, are covered from the point of diagnosis rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.
- 5.3 **Race** - this includes colour, nationality and ethnic origin. It is unlawful to treat a person less favourably on grounds of the colour of someone's skin, nationality or ethnic origin.
- 5.4 **Religion or belief** – this covers not only any religion, religious belief or similar philosophical belief but also the lack of any religion or belief. A philosophical or political belief is not covered unless it is similar to a religious belief.
- 5.5 **Sex** – this covers both men and women. However, in the field of employment, a Genuine Occupational Requirement (GOR) can be lawful if a person of a particular gender is specifically required for a job.
- 5.6 **Sexual orientation** – this covers any sexual orientation, including homosexual, heterosexual and bisexual.
- 5.7 **Part-time workers** – a part-time worker is defined as someone who is 'not identifiable as a full-time worker'. Part-time workers are entitled to be treated on the same basis and are entitled to the same benefits, pro-rata, as their full-time colleagues.
- 5.8 **Fixed-term employees** - a 'fixed-term employee' is one with a contract of employment which is due to end when a specified date is reached, a specified event does or does not happen or a specified task has been completed. It is unlawful to treat a fixed-term employee less favourably than a comparable permanent employee, unless this is objectively justifiable. The use of successive fixed term contracts for any individual is limited to four years.
- 5.9 **Equal pay** - men and women should receive equal pay for work of equal value where work is the same or rated as equivalent regardless of the hours worked.
- 5.10 **Genuine Occupational Requirement (GOR)** - in very limited circumstances it will be lawful to treat people differently if it is a genuine occupational requirement that the job holder must possess a particular protected characteristic. When deciding if this applies, we will consider the nature of the work and the context in which it is carried out.

6 Reasonable adjustments for disabled individuals

- 6.1 All employers have a duty to consider and make reasonable adjustments to facilitate the employment of a disabled person. These may include:
- making adjustments to premises
 - re-allocating some of a disabled employee's duties
 - transferring a disabled employee to a role better suited to their ability
 - relocating a disabled employee to a more suitable office or location
 - giving a disabled employee time off work for medical treatment or rehabilitation
 - providing training or mentoring for a disabled employee
 - supplying or modifying equipment, instruction and training manuals for disabled employees.
- 6.2 We will consider and make any other reasonable adjustment to the employment arrangements or our premises if these substantially disadvantage a disabled employee or a disabled applicant. However, a number of factors will be taken into account in deciding if it is reasonable to make any changes. These include:
- the extent to which an alteration will improve the situation for the disabled employee or applicant
 - how easy it is to make the change
 - the cost of the measure, both financially and in terms of the disruption it will cause
 - our resources
 - any financial or other help that may be available.
- 6.3 If an employee has a disability, or becomes disabled during the course of their employment, and feels that any such adjustments are appropriate, they should discuss this with Dr H. E. Rowshanaei "Managing Director" in the first instance.

7 Recruitment and promotion

- 7.1 Our recruitment and promotion process must result in the selection of the most suitable person for the job, whether this on a full-time, part-time, casual, temporary, seasonal or contract basis. Our focus is on the skills, abilities, qualifications, aptitude and potential of individuals to do their jobs.
- 7.2 We will ensure that our job adverts encourage applications from all suitably qualified and experienced people, through either internal and/or external advertising.
- 7.3 All adverts will be carefully worded to ensure that no intent of either direct or indirect discrimination is interpreted nor is there indication of stereotyping of roles. They will normally state "We are an equal opportunity employer and value diversity". When advertising a position which has traditionally been done by one sex, adverts should specify they are open to both sexes.
- 7.4 Job descriptions will properly reflect the responsibilities of the jobholder and person specifications will include only requirements that are necessary and justifiable for the effective performance of the job.

- 7.5 Selection criteria and procedures are intended to ensure that individuals are selected, promoted and treated on the basis of their individual relevant merit, ability and suitability for the post. Membership of an under-represented group will not influence the appointment. Shortlisting and interviewing will normally be carried out by more than one person, to minimise the risk of conscious or unconscious bias.
- 7.6 The selection process will be carried out consistently for all jobs at all levels and will be fair and non-discriminatory. Interviews will be undertaken with an unbiased approach towards candidates and only questions which relate to the job and which are non-discriminatory will be asked. Questions about marriage plans; family intentions; religious or political commitments caring responsibilities intention to join our pension scheme or to opt out; or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Selection tests will be specifically related to the job and measure an individual's actual, or inherent, ability to do or train for the job.
- 7.7 All information provided by applicants will be treated as confidential and their details will be stored and processed in line with the requirements of data protection legislation.

8 Training and development

- 8.1 We are committed to ensuring equality of opportunity in terms of access to training to increase employees' knowledge and skills and to provide them with opportunities to develop their potential.
- 8.2 All employees are encouraged to discuss their career prospects and training needs with their manager on a regular basis. Opportunities for promotion and training will be communicated and made available to everyone on a fair and equal basis.
- 8.3 The provision of training will be reviewed to ensure that part-time workers, shift or remote workers or those returning to work following a break are able to benefit from training.
- 8.4 It is our policy not to unfairly discriminate in the provision of training. No age limits apply for entry to training or development schemes - these are open to all employees.
- 8.5 We will ensure that this aim is implemented through:
- continuous review and updating of training courses and literature
 - ensuring training materials are free from bias and do not discriminate, eg by showing minority groups or disabled people in lower skilled roles only
 - ensuring promotion and transfer criteria are justifiable
 - ensuring assessment criteria are clear and unbiased
 - ensuring staff conducting appraisal interviews, salary reviews and bonus reviews are aware of their obligations to carry these out fairly and consistently in line with this policy.
- 8.6 Appropriate training will be provided to enable staff to perform their jobs effectively.

9 Terms and conditions of employment

- 9.1 We will ensure that all our employment policies including compensation, benefits and any other relevant issues associated with terms and conditions of employment, are formulated and applied in such a way as to remove/minimise any discrimination on the grounds of a protected characteristic or indeed any other characteristic unrelated to the performance of the job.
- 9.2 These will be reviewed regularly to ensure there is no discrimination. Length of service as a qualifying criterion for additional or improved benefits will not exceed four years unless clearly justifiable.
- 9.3 Employees will not be subjected to any detriment if they wish to join our pension scheme, nor will they be offered any inducement not to do so. This would include refusing promotion or training to someone who decided not to opt-out, or refusing or reducing a pay increase if it would bring the worker within the band of earnings that would make them eligible for auto-enrolment etc.

10 References

- 10.1 It is our policy not to provide references for any employees.

11 Retirement

- 11.1 We have no fixed retirement age and anyone who wishes to work beyond State Pension Age may choose to do so.

12 Positive action

- 12.1 We recognise that passive policies will not reverse the discrimination experienced by many groups of people. To this end, if certain groups are under-represented within our business, we may actively seek to encourage applications from those groups.
- 12.2 The decision as to which applicant is offered a post (either recruitment or promotion) must be based entirely on the merit of the individual. However, where two candidates are equally qualified and suitable in all other respects, we may decide to offer the post to a candidate who is from a group that is under-represented in our workforce at that particular level.

13 HR policies and procedures

- 13.1 Our HR policies and procedures will be reviewed regularly to improve, amend or adapt current practices to promote equality of opportunity within our business.
- 13.2 Relevant data will be collected to support this, and to provide the basis for taking appropriate positive steps to eliminate unlawful direct and indirect discrimination. Personal details provided by employees or job applicants for the purposes of equal opportunity monitoring are confidential and will be kept apart from all other records and not used for any other purpose.

14 Complaints

- 14.1 Harassment, discrimination, and bullying will not be tolerated. We recognise that making a complaint can be embarrassing and stressful. Sometimes the complainant simply wants the conduct or behaviour to stop and sometimes they want stronger action to be taken and therefore to take account of this we offer various routes of action.
- 14.2 When dealing with general disciplinary matters, care is to be taken that employees or worker who have, are perceived to have, or are associated with someone who has, a protected characteristic, are not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other employees or workers.
- 14.3 Employees who believe they have either been discriminated against or have witnessed discrimination, should bring this to our attention as soon as possible, either informally or formally in accordance with our grievance procedure bullying and harassment policy. An employee who, in good faith, brings a complaint of discrimination must not be victimised or less favourably treated as a result. (However, false allegations that are found to have been made in bad faith will be dealt with under our disciplinary procedure.)

15 Further information

Any queries or comments about this policy should be addressed to Dr Rowshanaei "Managing Director".

16 Policy owner

This policy is owned and maintained by Dr H. E. Rowshanaei "Managing Director".

17 Policy review date

Date last reviewed: 08/20/2022

Approved By;

Managing Director

Dr H. E. Rowshanaei