



## Equality & Diversity Policy

Chigwell London Ltd is an equal opportunity employer and this statement details our policy of equality and diversity in recruitment and employment and the manner in which this policy will be implemented and monitored.

### Statement of policy

Chigwell London Ltd is committed to a policy of equality of opportunity in its recruitment and employment practices. It is our policy to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and similar objectives and relevant criteria. No applicant for employment or employee will be treated less favourably than another on grounds of race, gender, marital status, nationality ethnic or national origin, colour, creed, disabilities, age within the legal limitations, or because they are lesbians or gay men.

Selection criteria and procedures will be kept under review to ensure that individuals will be selected, promoted and treated on the basis of their abilities, merits and according to the requirements of the job; they will be given equal opportunity to show this ability and, where appropriate, special training to progress within the company.

We will not tolerate discriminatory language or behaviour towards our employees or customers. Acts of discrimination, harassment, bullying or victimisation are disciplinary offences which we will deal with under our disciplinary procedure.

Race or Racial Origin – Shall mean discrimination on grounds of race, colour, nationality, ethnic or national origins.

Persons with Disabilities – Shall mean discrimination against any person who has a disability whether or not this impairs normal functions.

### Legislation

Chigwell London Ltd recognises and welcomes the Equal Pay Act 1970, The Sex Discrimination Act 1975 (Amended 2003), The Race Relations (Amendment) Act 2003, Human Rights Act 1998, Employment Act 2002, Employment Equality Religion or Belief Regulations 2003, Employment Equality Age Regulations 2006, Equalities Act 2010.

Civil Partnership Act 2005. The Disability Discrimination Act 1995 and the measures for disabled persons and their attempts to provide equal opportunities for all. This policy statement deals only with employment aspects of that legislation.

Chigwell London Ltd will provide all necessary training to ensure that its Managers are familiar with and understand the legislative provision of equal opportunities, and not only direct discrimination, but also indirect discrimination is unlawful.



Both the Equal Opportunities Commission and the Commission for Racial Equality have issued codes of Practice which contain practical guidance to assist in the elimination of discrimination and the promotion of equal opportunity in employment.

## **Implications of legislation**

In respect of race and gender there are laws which provide that an employer is responsible for any act of discrimination by an employee in pursuit, of his/her employment whether or not it was done with the employers knowledge or approval. In such cases both the employer and employee are liable to the unlawful act. However, it would be a defence for employer to prove that he/she took such steps as were reasonably practical to prevent the employee from committing a discriminatory act. Only the employee would then be considered liable for the unlawful act.

A failure on the part of the employees to observe any provisions of the codes of practice shall not in itself render them liable to any proceedings but such failures will be taken into account in Industrial Tribunal hearings.

It is the duty of all employees to accept this personal responsibility for the practical application of the policy.

Chigwell London Ltd expects all its employees to act at all times in accordance with this equality and diversity policy. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the working environment.

## **Procedures**

All personnel policies and procedures are kept under constant review to ensure that they conform to the equality and diversity policies.

## **Training**

Chigwell London Ltd recognises that training is an essential element in the implementation of its Equality and Diversity Policy. Without the provision of adequate training it will be difficult to ensure that the employees and particularly its managers are in a position to understand and comply fully with the policy.

It is our policy for all employees to undertake induction training in which we make them aware of their responsibilities under the Health and Safety at Work Act, detail our emergency procedures, and correct use of PPE, safe systems of work for their initial job, First Aid arrangements and the role of our supervisors. They are all advised where copies of our Health and Safety Policy are kept and are given a small precise sheet. They are also given a copy of our company rules.

Where employees jobs change, or new risks are encountered by the introduction of new processes then these individual employees are given further guidance/training.



## **Advice/Guidance**

If employees wish to discuss any employment or employee relations problems arising from alleged or suspected discrimination, they should contact the Managing Director.

The Equality and Diversity Policy Statement will be issued to all full-time and part-time employees. General reminders about the equality and diversity Policy will be issued regularly.

## **Policy on the Employment of People with Disabilities**

To develop a working environment and to offer terms and conditions of service which will enable people with disabilities who have skills and qualifications appropriate to the activities performed in the companies service to seek and maintain the employment with the company.

### **Objectives**

- (i) To provide equal opportunities for people with disabilities in recruitment promotion and training.
- (ii) To ensure that all staff are aware of the company's policy on the employment of people with disabilities.
- (iii) To ensure that where possible people with disabilities are provided with equipment and facilities to enable them to carry out their duties.
- (iv) To provide a safe working environment for employees with disabilities.
- (v) To ensure that special needs for employers with disabilities, arising directly or indirectly because of their work, are met.

### **Recruitment**

- (a) Every vacancy will be open to suitably qualified people with disabilities giving regard to safety considerations.

### **Duties and working conditions**

The duties and responsibilities of employees will be reviewed periodically in the light of any changes in their condition.

### **Training**

Employees with disabilities will be given full and fair consideration for inclusion in training programmes.



### **Rehabilitation**

If an employee with disabilities is unable to continue carrying out existing duties every effort will be made to find suitable alternative employment. With re-training being provided if necessary.

### **Responsibility for implementation**

The Managing Director will be responsible for the overall implementation, co-ordination and review of the policy.

### **Monitoring**

The Managing Director & Health & Safety Manager will continually review procedures and monitor their implementation to ensure that they comply with the Equality and Diversity Policy.

**Dean Floyd, Managing Director**

**Review Date: 2<sup>nd</sup> January 2020**

**Next Review: 1<sup>st</sup> January 2021**