



## **EQUALITY & DIVERSITY POLICY**

### **INTRODUCTION FROM THE DIRECTOR**

Premier Road Markings Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

### **STATEMENT OF POLICY**

It is the policy of Premier Road Markings Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Premier Road Markings Ltd recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

The application of recruitment, training, and promotion policies to all individuals will be based on job requirements and the individual's ability and merits.

All employees of the organisation will be made aware of the provisions of this policy.

### **RECRUITMENT AND PROMOTION**

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### **EMPLOYMENT**

Premier Road Markings Ltd will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

Premier Road Markings Ltd will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.



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### **TRAINING**

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion. All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

### **GRIEVANCES AND VICTIMISATION**

Premier Road Markings Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure. Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

### **TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, caste, religion or belief, sex, sexual orientation, marital status, age or disability.

### **EQUAL PAY**

The Company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

### **SEXUAL HARASSMENT**

It is against the Company's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures.

### **RACIAL HARASSMENT**

Racial harassment includes, but is not limited to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures. Harassment may comprise intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

### **REPORTING COMPLAINTS**

All allegations of discrimination or harassment will be dealt with seriously, confidentially and expediently. The Company will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, religion or racial group or from employees who are disabled. With cases of harassment, while the Company encourages employees who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Company also recognises that actual or perceived power and status disparities may make such confrontation impractical. If you wish to make a complaint of discrimination or harassment, you should tell your line manager, (or a senior manager in the case of harassment by your line manager). You can also follow the formal Grievance procedure.



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### **MONITORING EQUAL OPPORTUNITY AND DIGNITY AT WORK**

The Company may, from time to time, monitor the effects of selection decisions, personnel diversity, pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.