



# **EQUAL OPPORTUNITIES POLICY**

## **Policy Statement**

G&L Consultancy Ltd believes that everyone regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age has the right to be treated with dignity and respect at work.

G&L Consultancy Ltd will follow the recommendations and guidance of the Equality and Human Rights Commission in all our employment policies, procedures and practices in dealing with clients and members of the public.

We have adopted an equal opportunities policy that commits the Company to fair, unbiased and objective employment practices and a work environment that is free of harassment and victimisation. It is the responsibility of every employee to assist the Company in meeting this commitment, for this reason, acceptance of and adherence to the Company's equal opportunities policy form part of every employee's contract of employment.

## **Equal Opportunities Policy**

The aims of this policy are to ensure that:

- G&L Consultancy will use its best endeavours to employ a workforce that reflects the diverse community at large because we value the individual contribution of people irrespective of sex, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, political opinion, ethnic or national origin. Selection criteria for employment will be entirely related to the post specification and / or qualification requirements for the job or training opportunity.
- All employees are treated with dignity and respect. We will use our best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, or ethnic or national origin.
- We undertake to review periodically our selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities.

### EQUAL OPPORTUNITIES POLICY

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- G&L Consultancy will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to disciplinary actions. We further seek to give all employees the equal opportunity and encouragement to progress within the organisation by implementing a positive action plan.
- If an existing employee becomes disabled, we will make every effort to retain him or her within the workforce whenever reasonable and practicable.
- Whenever reasonably practicable to do so, G&L Consultancy will install in existing premises facilities for people with disabilities. Whenever we invest capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and customers with disabilities.
- G&L Consultancy undertakes to distribute and publicise this policy statement to all employees and elsewhere from time to time as appropriate.
- Any employee who believes that they may have been subjected to treatment that breaches this policy may raise the matter through the grievance procedure.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put this policy into practice and make sure that it is achieving its aims:

- This policy will be a priority for G&L Consultancy Ltd;
- Julie Lewis, Quality Director will be responsible for the day-to-day operation of this policy;
- This policy will be communicated to all workers and job applicants, and will be placed on the company intranet, website and office notice board;
- Workers will be consulted regularly about this policy, and about related action plans and strategies;
- All workers will be trained on this policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation. Unacceptable conduct includes discrimination and harassment at work-related social functions;
- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them;

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- Complaints about discrimination or harassment in the course of employment will be regarded seriously and may result in disciplinary sanctions, and even dismissal. The grievance procedure will be published in a form that is easily accessible;
- Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief;
- All workers will be encouraged to develop their skills and qualifications and to take advantage of promotion and development opportunities in the organisation. All employees carrying out work of 'equal value' will receive equal pay, regardless of their sex, race or any other protected characteristic.
- We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services;
- We will take a flexible approach to work arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or employees;
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, may be monitored by gender, racial group, age, disability, religion / belief and sexual orientation if necessary;
- Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes, and this policy;
- All contracts between G&L Consultancy Ltd and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices;
- The effectiveness of the policy will be reviewed regularly. A report on progress will be produced each year, and published via the intranet and notice boards;
- Customers and clients will be made aware of this policy, and through it their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion / belief, disability or age;

## MANAGEMENT POLICY

### EQUAL OPPORTUNITIES POLICY

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- Fair and equal treatment will be given to customers and members of the public by all staff. The business will investigate any complaints from staff that they are being harassed by a customer for reasons linked to protected characteristics, and take suitable action to prevent further incidents;
- The business will take all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documents and keeping copies of them for two years after the employment has come to an end;
- The company will draw up an Action Plan detailing how this policy will be implemented in practice.

This statement will be displayed in the main office and reviewed annually or earlier if significant business changes warrant it, any revisions will be brought to the attention of staff. Copies of this policy will be held in all offices and available to all staff.

This policy has been endorsed by Julie Lewis and has the full support of the management team.

The policy was reviewed and approved on 16<sup>th</sup> January 2023 following consultation with senior managers and workers.

Overall responsibility for the effectiveness of the policy lies with Julie Lewis, Quality Director. For more information, please contact this person: 01823 443 898

Director	Name	Signature	Date
Quality Director	Julie Lewis	<i>Julie Lewis</i>	16 <sup>th</sup> Jan 2023
Technical Director	Paul Lewis	<i>Paul Lewis</i>	16 <sup>th</sup> Jan 2023

## MANAGEMENT POLICY

## EQUAL OPPORTUNITIES POLICY

Somerset Office	Name	Signature	Date
Health, Safety and Quality Manager	Mark Skinner	<i>Mark Skinner</i>	16 <sup>th</sup> Jan 2023
Operations Manager	Darren Alway	<i>Darren Alway</i>	16 <sup>th</sup> Jan 2023
Client Liaison Manager	James Ooyman	<i>James Ooyman</i>	16 <sup>th</sup> Jan 2023
Wages, Personnel and Accounts Manager	Sally Monger	<i>Sally Monger</i>	16 <sup>th</sup> Jan 2023
Air Test & Removals Manager	Jason Monger	<i>Jason Monger</i>	16 <sup>th</sup> Jan 2023
Survey Manager	Jo Haigh	<i>Jo Haigh</i>	16 <sup>th</sup> Jan 2023
Northern Ireland Office	Name	Signature	Date
Northern Ireland Director	Alan Lewis	<i>Alan Lewis</i>	16 <sup>th</sup> Jan 2023
Office Manager	Karen Lewis	<i>Karen Lewis</i>	16 <sup>th</sup> Jan 2023
Lab Manager	Colin Webb	<i>Colin Webb</i>	16 <sup>th</sup> Jan 2023
Deputy NI Branch Manager	John McAleenan	<i>John McAleenan</i>	16 <sup>th</sup> Jan 2023