



Ron Hull Demolition Limited



Policy and Procedure - Equal Opportunities Policy

Our Equal Opportunities Policy has full Company support at all levels to ensure that we:

- | | | |
|----|---|----------|
| 1. | Our Commitment | Page 2 |
| 2. | Challenging Institutional Discrimination and Demonstrating Fairness | Page 2 |
| 3. | Legal Obligations | Page 3 |
| 4. | Our Aims in Employment | Page 3 |
| | 4.2 Recruitment and Selection | Page 3 |
| | 4.3 Training and Development | Page 3/4 |
| | 4.4 Harassment at Work Policy | Page 4 |
| | 4.5 Disciplinary and Grievance Procedures | Page 4 |
| 5. | Our Aims in Providing Services | Page 4 |
| | 5.2 Consultation – Service Delivery | Page 4 |
| | 5.3 Complaints Procedures | Page 4 |
| 6. | Taking action | Page 5 |
| 7. | Responsibility for the Policy | Page 5 |
| 8. | Communication | Page 5 |

Signed: *R.Hull*

Name: Ron Hull

Postion: Chairman

Date: 30 January 2012



Ron Hull Demolition Limited



1. Our Commitment

1.1. Ron Hull Demolition Limited are committed to working towards equal opportunities to ensure that we deliver services and provide employment fairly to all sections of the community. We endeavour to treat all people equally and fairly whether they are:

- Seeking employment or are already employed by Ron Hull Demolition Limited
- Users of, or potential users of Ron Hull Demolition Limited.
- Contracting to supply goods and services to Ron Hull Demolition Limited.
- Seeking assistance from Ron Hull Demolition Limited.

1.2. Our equal opportunities policy ensures that no individual receives less favourable treatment on grounds of race, nationality, ethnic origin, disability, gender, marital status, sexual orientation, age (subject to normal retirement age), and that there are no conditions or requirements which cannot be shown to be justified.

2. Challenging institutional discrimination and demonstrating fairness

2.1. The Macpherson report, which investigated the issues surrounding the death of Stephen Lawrence defined institutional Racism as:

"the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in process, attitudes and behaviour, which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people. It persists because of the failure of the organisation openly and adequately to recognise and address its existence and causes by policy, example and leadership. Without recognition and action to eliminate such racism it can prevail as part of the ethos or culture of the organisation".

2.2. The Inquiry stated that because of institutional racism "there is an inescapable need" for every institution to demonstrate fairness in all that they do.

2.3. Ron Hull Demolition Limited responds to the challenge of institutional racism and all forms of discrimination by institutionalising an anti-discrimination culture across the organisation – through a focus on mainstreaming equalities in all core activities.



Ron Hull Demolition Limited



3. Legal Obligations

3.1. In applying the policy Ron Hull Demolition Limited takes account of the following legislation and associated codes of practice: -

Disability Discrimination Act 2005

Race Relations Act 1976 (and its amendments of 2000)

Sex Discrimination Act 1975

Human Rights Act 1988

Equal Pay Act 1970

Equality Act 2006

4. Our Aims in Employment

4.1. Ron Hull Demolition Limited believes that as a major employer and a provider of public services that our workforce at all levels, reflects the community that it serves. We aim for fair and equal opportunity in all areas of employment and take positive action to eliminate unfair discrimination. We also provide a safe, secure working environment that values the identities and cultures of all our employees.

4.2. Recruitment and Selection

4.2.1. Individuals involved in recruitment and selections of staff are required to adhere to the following guidelines:

A job description and person specification outlining desirable and essential qualities, skills, knowledge and personal qualities is drawn up for every vacancy and provided to all prospective employees

Information about job vacancies is made available to all sections of the community

All job applicants are given details of the selection process in advance

All short-listing criteria is based on the person specification

All selection decisions to be made on the basis of merit

All those involved in recruitment and selection receive training in fair recruitment and selection procedures.

4.3. Training and Development

4.3.1. Ron Hull Demolition Limited is committed to the personal development of every employee. Employees are supported in undertaking the training and development they need to help them to achieve and maintain a high standard of performance and are encouraged to achieve their full potential.

4.3.2. We recognise that all staff, and in particular those who provide services to customers and those involved in recruitment may require Generic Equal Opportunities training which is made available.



Ron Hull Demolition Limited

4.3.3. Learning and development opportunities are targeted as part of a positive action measure where certain groups are underrepresented in the workforce.

4.4. Harassment at Work Policy

4.4.1. Ron Hull Demolition Limited is committed to creating a workplace where every employee is treated with dignity and respect. Harassment or bullying within the workplace is unacceptable and any employee who feels that they are a victim of harassment can complain without fear of being victimised or isolated. Ron Hull Demolition Limited Handbook provides a clear and effective process for handling complaints.

4.5. Disciplinary and Grievance Procedures

4.5.1. Under the Disciplinary Procedure, unfair discrimination, harassment and bullying of employees, clients or members of the public are treated very seriously and investigated thoroughly and promptly.

5. Our Aims in Providing Services

5.1. Our approach to customer service, quality and equality is relevant to all services and involves all employees. We serve all our customers and potential customers equally and fairly to ensure that our policies and procedures do not discriminate intentionally or unintentionally against any group or individual for reasons that cannot be justified.

5.2. Consultation – Service Delivery

5.2.1. We have developed effective consultation mechanisms with community representatives to enable us to:

Establish the needs and satisfaction levels of those using our services identify user needs in relation to access to information i.e. providing information in alternative formats identify user needs in relation to access to buildings; take into account needs of service users when new services are planned;

Evaluate and review progress;

Remove barriers to participation and develop improved ways of consulting where this is necessary so that groups can be fully involved in consultation process

5.3. Complaints Procedures

5.3.1. Each department makes its complaints procedure fully accessible, complaints are monitored by age, disability, ethnicity and gender.



Ron Hull Demolition Limited



6. Taking Action
 - 6.1. Our overall equalities strategy ensures action on all aspects of this policy. It is supported by action plans developed and implemented by each department. The action plan:
 - Covers the development of systems for monitoring core services as standard procedure.
 - Covers the systems to be used for consulting with service users and community groups to establish needs and satisfaction levels
 - Involves staff in the development and review of the action plan and the development of appropriate performance indicators to ensure progress
 - Identifies where there is a need for equality training
 - 6.2. Equality performance indicators measuring both service delivery and employment are subject to continuous review. Progresses made in relation to these are presented, in an annual Equal Opportunities Report.
7. Responsibility for the Policy
 - 7.1. All employees are responsible for complying with the Equal Opportunities Policy and for ensuring that the standards of behaviour required by Ron Hull Demolition Limited are achieved.
 - 7.2. Specific responsibilities fall upon, managers, supervisors, and those individuals involved in recruitment and personnel administration or who receive requests for service provision.
 - 7.3. Managers are responsible for implementing the policy within their departments and for ensuring that staff is familiar with, and act in accordance with the policy, and that adequate monitoring arrangements are in place.
 - 7.4. The Personnel Officer has overall responsibility for the policy and for ensuring consistency across Ron Hull Demolition Limited in employment practices and in for monitoring the implementation of practices and procedures.
8. COMMUNICATION
 - 8.1. All employees are informed of this policy and their responsibilities to it through the Company Handbook.
 - 8.2. All Managers are responsible for ensuring that those they manage are made aware of the policy and that it is brought to the attention of new recruits as part of the induction process.
 - 8.3. For personnel whose first language is not English an assessment will be carried out to ensure that all relevant information is conveyed to the individual, through translated dialogue either by written text or translator.
 - 8.3. This policy is made available to interested parties