



# SPARTANS

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# LIMITED

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## EQUALITY AND DIVERSITY

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# 300 Spartans Limited

## Equality and Diversity

### Statement of Policy

#### Introduction

- The Company aims to be an equal opportunities employer and undertakes to apply objective criteria to assess merit. It aims to ensure that no job applicant, employee, or worker receives less favourable treatment on the grounds of race, sex, pregnancy & maternity, marriage or civil partnership, sexual orientation, gender re-assignment, disability, age, religion or belief.
- The Company recognises the right of any employee to belong to a Trade Union and will not allow any discrimination as a result of such membership.
- The Company is committed to a programme of action to make this policy effective, to minimise the possibility of discrimination and find means of combating it whenever it arises.
- The Company aims to select, recruit, develop and promote the very best people through objective assessment based solely upon suitability for the job.
- Ensure that all employees and job applicants receive fair and equal treatment, create a balanced work force, reflecting the diversity of the local working population.

#### Definitions

- **Direct Discrimination** occurs when a person is treated less favourably than others in similar circumstances on the grounds of one of the nine protected characteristics (race, sex, pregnancy & maternity, marriage or civil partnership, sexual orientation, gender re-assignment, disability, age, religion, or belief).
- **Indirect Discrimination** occurs when a condition or requirement is imposed which adversely affects one particular group considerably more than another and cannot be strictly justified in terms of requirements for performing the job.
- **Harassment** is defined as unwanted, unreciprocated and/or uninvited comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee's job security or create an intimidating working environment. Harassments are particularly liable to occur as part of sexual or racial discrimination.

- **Victimisation** is defined as singling out of an individual for harsh treatment or unfair action/sanction because he/she has made allegations or complaints of discrimination, harassment or bullying or provided information about such allegations or complaints.
- **Third Party harassment** is harassment from or by a third party who is connected to the business by some commercial relationship e.g., client.
- **Discrimination by Association** is regarded as a type of direct discrimination and occurs when someone suffers discrimination owing to their association with someone with a protected characteristic.
- **Discrimination by Perception** is regarded as discrimination against an individual because of a perception that he or she has a protected characteristic under the Equality Act 2010 (other than marriage and civil partnership, and pregnancy and maternity) when he or she does not, in fact, have that protected characteristic.

### The Company's Responsibility as an Employee

- 300 Spartans Limited is directly responsible for the actions of all its employees and agents of the organisation, as well as for their protection from harassment and discrimination. As such, the organisation takes an active role in protecting those for whom it is responsible.

## Implementing the Policy

### Recruitment and Selections

- All positions are open to all individuals who have the required level of skill, knowledge and/or experience.
- All job adverts are to be company approved and placed in publications which have a diverse circulation.
- All job applicants should receive a copy of the equal policy and procedures, as well as a full job description to enable to assess their suitability for the position.

### Training

- Appropriate training on and off the job will be accessible to all employees. All employees will be encouraged to take advantage of all relevant training opportunities.
- Where an individual is returning to a job following a prolonged period/absence, additional training and support will be offered.

- Where a position changes due to technology and/or reorganisation, appropriate training and support will be offered to the effected individuals.
- All induction trainees will be made aware of the organisation's equal opportunities policy and procedure.

### **Disability Discrimination Policy**

It is our policy not to discriminate against disabled persons whether in, or applying for, employments. To achieve this policy following procedures must be applied:

- Disabled applicants for employment will not be considered less favourably than those without disabilities, except where there is a substantial reason preventing employment. Questions will not normally be asked about health unless the nature of the job requirements identifies that such questions about health are intrinsic to the job requirements, or it is necessary to allow reasonable adjustments.
- Consideration will be given to making reasonable adjustments, where practicable, to the workplace and to methods of working, to accommodate disabled employees. In order to be able to do this, you have a responsibility to make the Company aware if you have any impairments or conditions, which may constitute a disability under the terms of the Act. If you develop a serious health condition you should advise your Employee of any reasonable adjustments to your working conditions or the nature of your job which you believe could assist you in the performance of your duties.
- If you have caring responsibilities associated with a dependant disabled person, then you should advise us so that we can better understand your personal situation and needs.
- If you become disabled, whether through accident, illness or injury, every reasonable effort will be made to retain you in employments if reasonable adjustments to your job or working environment can be made.

### **Age Equality**

- Many details of this policy relate to older employees, as they are the ones most likely to experience age discrimination, but we will seek to fulfil its duty of care to all employees, irrespective of age.
- Date of birth will only be used for monitoring purposes or to comply with any specific legal requirements or other external justifiable requirement.

- All employees shall have equal rights to training, promotion, and other aspects of career development. Age will not be used to justify a failure to promote or train any employee.

### **DIGNITY AT WORK POLICY**

- We require all employees to treat anyone with dignity and respect and understand that behaviour that they may find acceptable may not be regarded as such by others.
- The policy is in place to allow us to deal with any form of harassment, bullying, intimidation, or other inappropriate behaviour, which causes offence, whether intention, or not. Such behaviour can take place via words as well as actions, via the telephone and e-mail and/or social media as well as face to face. It is likely to be ongoing but could be a single incident.
- We are committed to ensuring that individuals do not feel apprehensive because of their race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, pregnancy/maternity, gender reassignment, sexual orientation, married or civil partnership status, age, or being a part-time or fixed term worker or because of being subject to any inappropriate because. We are committed to preventing inappropriate behaviour due to individuals being associated with people with these characteristics or because they are perceived to have these characteristics.
- Harassment and bullying are unacceptable behaviour at work and will be treated as misconduct, which may include Gross Misconduct warranting dismissal. All employees must comply with this policy.
  - Harassment is defined as unwanted, unreciprocated and/or uninvited comments, looks, actions, suggestions, or physical contact that is found objectionable and offensive and that might threaten an employee's job security or create an intimidating working environment.
  - Bullying is defined as persistent behaviour against an individual which is intimidating, offensive or malicious and which undermines the confidence and self-esteem of the recipient.

### **Health and Safety**

- Discrimination, intimidation, and harassment can seriously compromise the Health and Safety of the work environment. As such it is the responsibility of all employees who are aware of such activity to bring it to the attention of the organisation's managements, quickly and discreetly (although the company accepts that this may not always be easy for the victim). All reported incidents will be treated in confidence by management.

### **HOW THE PROCEDURE WORKS**

- If you have a grievance relating to Equal Opportunities the Employment Contract – grievances – explains what actions you should take.
- If you are accused of behaviour which is in breach of the organisation’s equal opportunities policy and procedure, a relevant line manager will initially conduct an informal investigation to determine if there is a case worth investigating. Should the initial, informal investigation find that action needs to be taken, the organisation will act in accordance with its formal disciplinary procedures, as detailed in the Employment Contract.