



### Policy

E. Jordon (Refrigeration) Ltd. is an 'Equal Opportunities For All' company, which condemns both direct and indirect discrimination practices against any employee or potential employee. We intend to promote equal opportunities with the aim of having a workforce that reflects the diversity of the community within our area of operation. Access to jobs, training, development and promotion within the company are open to all regardless of:

- Colour
- Race
- Nationality
- Ethnic or National origin
- Sex
- Marital status
- Gender re-assignment (sex change)
- Disability
- Criminal record (in some cases)
- Sexual Orientation
- Religious belief
- Age

All the above is underpinned by legislation i.e.:

- Race Relations Act 1976 as amended 2000 and 2003.
- Asylum and Immigration Act 1976.
- Equal Pay Act 1970.
- Sex Discrimination Act 1975 and 1986.
- Gender Re-Assignment Regulations 1999.
- Disability Discrimination Act 1999, 2002, 2004 and 2005.
- The Rehabilitation of Offenders Act 1974.
- The Employment Equality (Age), (Religion or Belief) & (Sexual Orientation) Regulations 2003.
- The Equality Act 2010.
- The Age Discrimination Regulations 2006.
- Human Rights Act 1998.

### Recruitment

Employment will be on merit of meeting the requirements of the job and all applicants will be considered equally on that basis.

All disabled applicants who meet the essential criteria for the job vacancy will be interviewed.



Applicants will not be discriminated against because of their political opinion or due to membership of a trade union.

Information provided at the application stage concerning an applicant's race, ethnic or national origin, religion, age, disability, sexual or marital status will be used for monitoring purposes only and will play no part in any employment decision.

### **Conditions of Employment**

Employment will be based on qualifications, skills and relevant experience. All employees will have the opportunity to raise issues in relation to their working arrangements, training and development needs or any other condition of their employment regardless of their race, ethnic or national origin, religion, age, sexual or marital status and disability.

### **Training and Development**

All employees will have equal access to information on job-related training, development and promotion opportunities with the company. Basic training on awareness and appreciation of the importance of equal opportunities is available for all employees, to gain understanding of and to uphold this policy. Management training on awareness and appreciation of the importance of equal opportunities is essential, to ensure legislation is upheld and for interviewing potential employees.

### **Harassment**

The Company is fully committed to promoting a good and harmonious working environment where everyone has regard and respect for the dignity of themselves and all others. No worker or member of the public should feel intimidated or threatened by harassment due to his/her religious beliefs, political opinion, sex, sexual orientation, marital status, race, ethnic or national origin, disability, age, appearance or for any other reason. It must be noted that the motive or intent behind the behaviour is not relevant; even if meant in harmless fun or in another non-detrimental way; *the importance lies in the impact of the behaviour on the recipient.*

### **Effects of Harassment**

Harassment detracts from a productive working environment and can adversely impact the health, confidence, morale and performance of all who are affected by it. The Company therefore find harassment of others to be unacceptable behaviour that will not be condoned, nor will any victimisation of a complainant or witness be condoned.

### **Complaints**

All complaints from anyone who considers they may have been treated unfairly or been discriminated against, harassed or victimised, are to be directed to the Office Manager or to the Managing Director, who will undertake or arrange investigation of the complaint.



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Complaints that are upheld under this policy will be subject to the Company's disciplinary procedures, as will any complaint proven after investigation to have been made maliciously.

There is provision within the procedures for further appeal to relevant bodies if the complainant does not agree with the Company's final decision. Complaints subject to the above legislation may constitute a Civil or Criminal Offence or be in contravention of Health and Safety requirements; in which case may require to be dealt with by the relevant authorities.

### **Conclusion**

It will be seen from the above that all employees of the Company, including management, have a responsibility to comply with the requirements of this Equal Opportunities Policy.

**It must be read, understood and compliance agreed by all.**

Please approach the undersigned if clarification is needed.

### **Review**

This policy will be reviewed and updated in the event of new legislation or at least annually.

### **Implementation**

The responsibility for the initial implementation and continuous development of this policy lies with the Managing Director.

Paul Jordon  
Managing Director  
July 2022