



## Equal Opportunities Policy



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# **Equal Opportunities Policy**

## **The Policy**

Land Engineering, through this policy aims to foster a culture of Equality and to recognise the positive contribution that each individual can make to the business irrespective of their sex, marital status, sexual orientation, racial or ethnic origin (which includes colour, race, nationality and national or ethnic origin), gender identity, religion or belief, age or disability.

All employees are entitled to be treated with respect and dignity and the company will not tolerate any less favourable treatment of any person on the grounds of sex, sexual orientation, racial or ethnic origin, religion or belief, age or disability. It should be noted that all employees have a personal responsibility for the implementation of this policy and to ensure that they treat others with the respect and dignity that they expect to be treated with themselves.

## **The Policy in Operation**

This policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay, any references issued and to every other aspect of employment. All terms and conditions of employment and related benefits shall be non-discriminatory, other than where there are legal grounds for discriminating such as in the case of gender specific jobs. Applicants for employment will be assessed according to their skills, experience and suitability for the job. This policy also applies to the treatment of our clients and customers.

The company will make every effort to ensure that our employees are treated equally and fairly in relation to recruitment, promotion, pay, terms and conditions, training and development, performance management and termination of employment.

## **Remedies**

The senior management Land Engineering, in conjunction with the Human Resources department will take responsibility for monitoring the implementation of this policy. However, if any employee believes that he or she has been discriminated against on any of the grounds referred to above, he or she may raise the matter informally with his or her immediate line manager (or the company's Human Resources department). If the employee wishes to raise the matter further, he/she should invoke the company's grievance procedure setting out in detail the basis of their complaint. All such complaints will be taken seriously by the Company and investigated fully by an independent member of management.

If any employee is found to have discriminated against another employee they will be subject to disciplinary proceedings and depending on the seriousness of the incident, may be dismissed for Gross Misconduct. In exceptionally serious cases the police may also be involved.

## **Disability**

The Company is committed to ensuring equality of opportunity for those employees who are disabled or who become disabled for the purposes of the Disability Discrimination Act 1996 during their employment with the Company. In particular the Company undertakes that they will seek out medical advice in relation to an employees' disability and seek to make reasonable adjustments to their role based on that advice. If an employee is unable to continue in their current role as a result of a disability, the Company will consider any alternative roles and vacancies they may have as a way of retaining the services of the employee.

## **Training**

This policy will be supported by a program of training activities, to make sure that all barriers, procedures, attitudes and behaviours that prevent equal opportunity are removed. Any employee who has any questions about the applicability of this policy should consult the Human Resources department.

## **Harassment and Bullying**

### **The Policy**

It is the policy of the Company to provide a safe working environment for all its employees, free from the threat of Bullying and Harassment, particularly on the grounds of sex (including sexual orientation), race, religion, age or disability.

All employees are entitled to be treated with respect and dignity and the company will not tolerate any less favourable treatment of any person on the grounds of sex, sexual orientation, racial or ethnic origin, religion or belief, age or disability. It should be noted that all employees have a personal responsibility for the implementation of this policy and to ensure that they treat others with the respect and dignity that they expect to be treated with themselves.

### **The Policy in Operation**

All allegations of harassment will be dealt with sensitively, thoroughly, promptly and, where possible, in confidence.

It is important for employees to note that harassment on the grounds of sex, sexual orientation, race, religion, age or disability is unlawful and both the company and the harasser may be legally liable.

Harassment may take many forms, from “banter” to actual physical violence. It may be repeated behaviour, or in serious cases, may involve only a single incident. It can include unwelcome physical, verbal and even non verbal conduct. Below is a list of examples of harassment although the list is not exhaustive.

- Insults, derogatory comments, ridicule, pranks or “jokes” of a sexual, racial or religious nature or regarding someone’s age or disability
- Lewd or suggestive comments about appearances or personal life and sexual activities
- Inappropriate body contact
- Display or circulation of sexually suggestive material (e.g. pin-ups), or racist material
- Requests for sexual favours, including the threat of dismissal, loss of promotion for refusal
- The issuing of menial or demeaning tasks simply on the grounds of someone’s age or disability
- Isolation or non co-operation at work and exclusion from social activities

The above are examples only of what may be considered inappropriate. It must be borne in mind that it is for each individual to determine what behaviour is acceptable to them and what they consider offensive. Even if your conduct is not purposefully intended to harass your colleague or to make them feel uncomfortable you should bear in mind that it is the effect your conduct has on your colleague which is important.

The Company will ensure that this policy is communicated to all employees and provide training for them at induction and at regular intervals thereafter.

## **Bullying**

Bullying is a form of psychological harassment. It is intimidation that serves to undermine self-esteem, confidence, effectiveness and integrity. The Company recognises that all employees have the right to work in an environment free from the threat of bullying and any reported instances of bullying will be treated seriously by the Company and investigated fully. Examples of bullying include;

- Continual and undeserved criticism
- Arbitrary and inconsistent demands
- Imposing unreasonable deadlines
- Shouting, swearing and the use of offensive language

## **Remedies**

Employees who feel that they are being harassed, or are uncomfortable about an aspect of the work environment should make it clear to the harasser that the behaviour is unacceptable. The Company recognises that the employee may feel unable in some cases to approach the harasser directly and advice can be sought from their manager (or Human Resources) on how the matter can be dealt with informally.

If any informal approaches are ineffective, or in the cases of serious harassment or bullying, employees should bring a formal complaint in writing under the Company's grievance procedure. In view of the sensitivity of the complaint, the employee may wish to approach the Human Resources Department at first instance directly rather than their immediate line manager.

Any employee who is accused of harassment or bullying will be dealt with under the company's disciplinary procedure. Depending on the nature of the complaint, it may be necessary to temporarily transfer the alleged harasser to another department, or where this is not possible to suspend him or her on full pay.

All parties involved in any complaint are expected to respect the need for confidentiality during the resolution of any complaints and disciplinary action may be taken against any party who breaches this.

Where an employee is found guilty of an act of harassment or bullying, he or she will be dealt with in terms of the company's disciplinary procedure. In serious cases of harassment or bullying, the harasser may be summarily dismissed.

No detriment will occur against any employee who brings a complaint of harassment or bullying, unless it can be shown that the complaint was brought in bad faith or spitefully. In this case, the employee will be dealt with through the company's disciplinary procedure.

## **Victimisation**

All employees have the right to raise grievances and to raise issues relating to discrimination or bullying in good faith and to have these matters investigated. Where an employee raises issues in good faith they will not suffer any detriment or victimization by virtue of raising their grievance or complaint with management.