



# EQUALITY AND DIVERSITY POLICIES

## EQUAL OPPORTUNITIES POLICY

The purpose of this policy is to provide equal opportunities to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, hours of work, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### **Our Commitment**

Every employee is entitled to a working environment, which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The commitment to equal opportunities in the workplace is good management practice and makes sound business sense.

This policy is fully supported by senior management and has been agreed with trade unions, employee representatives. (Insert details if appropriate).

### **Implementation**

Nick Dominey (Director) has overall responsibility for monitoring this policy and will review it annually. He has received training in Equal Opportunities and will make his best efforts to remain conversant with new changes. Any changes will be notified to employees individually.

The Company will actively promote equal opportunities throughout the organisation through the application of employment policies, which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. All managers and supervisors will seek to ensure that all employees comply with these principles.

Opportunities for training, development and promotion will be drawn to the attention of all eligible employees, and all will be considered equally, on the basis of for example, ability and skills offered. Similar parameters will be applied in the recruitment of new employees. The Company will operate a pay system, which is transparent, based on objective criteria, and free from sex or any other bias.

The Company recognises that all employees should be treated with respect



and dignity, and that a working environment should be provided which is free of any form of harassment (sexual, racial or other), and bullying.

Any such incidents will be dealt with under the Company's Disciplinary Procedure and in severe cases may result in dismissal. Breaches of our equal opportunity policy will be regarded as misconduct and could lead to disciplinary proceedings.

If an employee considers that he or she has been treated less favourably, he should make use of the Company's Grievance Procedure. (If appropriate) (If it cannot be resolved within the Company, the matter will be dealt with under the National Agreement's disputes and differences procedure)

The Company has published a separate Statement and Policy on Harassment.

### **Monitoring and review arrangements**

The Company recognises that the regular monitoring of ethnic origin and sex of employees and applicants is essential to the thorough review of the effectiveness of this Policy and to this end the Company will initiate equal opportunity monitoring. The Company also undertakes to monitor pay rates and grading so that no Wyke Printers Employee conscious or unconscious bias will occur in the pay rates of men or women.

The successful implementation of this Policy depends upon the regular examination and progress towards equal opportunity and the development of local initiatives. To this end the Personnel department may start their own monitoring and review procedures.

### **Grievance and disciplinary procedure**

The Company will ensure that any individual or group employees who believe that they have experienced direct or indirect unfair discrimination are properly represented in any grievance proceedings. Any employee who feels that he or she has been treated unfairly in connection with his/her employment should raise his/her grievance through the appropriate Grievance Procedure when every effort will be made to secure a satisfactory resolution.

In addition the Company will ensure that any employee making a complaint of unfair discrimination will be protected from any victimisation in any form (If appropriate) (If an employee's grievance cannot be resolved within the Company, the matter will be dealt with under the National Agreement's disputes and differences procedure).

The Company confirms that it will continue to treat unfair discriminatory conduct by any member of staff as a disciplinary offence.



### **Training and advertising**

The Company will train, develop and promote on the basis of merit and ability. The Company will also provide suitable and relevant equal opportunity training as necessary for all staff, including line supervisors and managers. The Company will seek to encourage employees and applicants who may have been traditionally discriminated against or where there are none or very few of that sex or race in any particular job or location.

When vacancies are advertised both internally and externally, the Company will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. To this end, opportunities will be taken through language, images or declarations, as appropriate, to show that the Company is an equal opportunities Company. In particular terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or discriminatory wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies.

This may include the placing of advertisements in ethnic publications and women's magazines. To this end "word of mouth" advertising, personal contacts and family relationships will be discouraged as a means of recruiting new staff or promoting existing staff.

All recruitment documentation (application forms, job descriptions etc) will similarly be objective and free of potentially discriminatory material.

### **Disability**

The Disability Discrimination Act 1995 makes it unlawful to refuse to recruit, to refuse employment benefits or opportunities or to dismiss because a person is physically or mentally disabled (as defined in the Act). In brief this means that anyone who is unable to carry out "normal day to day activities" including an inability to concentrate (i.e. those mentally ill) and those who are perceived to be unable to carry out day to day activities (including those who are HIV positive), and this inability lasts or is likely to last for twelve months or more.

The definition also includes those with past disability i.e. who have a history of disability, as well as those currently impaired. We will make every effort to make reasonable adjustments to the workplace and to working arrangements where the current conditions are disadvantageous to disabled people.

The Company refers to its separate Policy on Disabled Workers in the Wyke Printers Employee Handbook.

### **Trade union membership / non-membership**

There is no requirement that any employee should be a member of a trade union. It is solely a personal decision for all employees as to whether they



wish to join a trade union, and the Company confirms that the employment, training and development of any employee will not be influenced in any way by whether or not they are in union membership.

### **Typical workers**

The Company recognises its responsibilities to part-timers, fixed term contract workers and temporary workers and will ensure that they do not suffer less favourable treatment as a result of their hours/method of working

### **Communication**

The principles in this Policy will be brought to the attention of all staff by means of publication in the Staff Handbook.

### **Policy**

It is the policy of this company to offer every advice and assistance to employees who do not meet the require standards of conduct or performance, for whatever reason. It is anticipated that the vast majority of problems can be overcome solely by discussion and by the voluntary agreement of employees to take appropriate remedial action. It is also recognized that occasionally it will be necessary to take disciplinary action against employees whose conduct or performance is unacceptable.

Where such action has to be taken, it is appreciated that it should:

- be undertaken only in cases where good reason and clear evidence exists
- be appropriate to the misdemeanor in question and to the degree of repetition of the misdemeanor
- be demonstrably fair and consistent with previous action in similar circumstances
- take place where employees are made aware of the standards expected of them or rules with which they
- must comply in accordance with company literature
- allow employees the right to be accompanied by a colleague or trade union representative during any
- Formal proceedings allow employees the right of appeal against any disciplinary action.



## DIGNITY AT WORK POLICY

### Policy Statement

The Company recognises the right of every employee to be treated with respect and dignity. The Company is committed to the development of positive policies for the elimination of harassment and bullying in the workplace.

These guidelines have been drawn up with the objective of preventing harassment and/or bullying in the workplace and are applicable to employees at every level. All employees are advised to consider this Policy in conjunction with the Company's Equal Opportunities Policy.

Harassment is all unwanted conduct affecting the dignity of women and men at work. It can take many forms, e.g.

- displaying "off-colour" photographs in the workplace
- dubious jokes
- use of obscene language
- intentionally excluding a work colleague from conversation etc
- "accidental" trips, nudges and other physical contact
- actual assault

Harassment can be targeted at an individual or can be unintentional. It is distinguished from mutually acceptable friendly or social behaviour, which may occur during contact between people at work.

Harassment will be considered from the viewpoint of the person harassed. It is not relevant that the rest of the workforce would not find certain behaviour offensive or upsetting. "It was only a joke" is no excuse. If a fellow employee explains to you that they find your behaviour upsetting you must take them seriously.

Harassment can take specific forms relating to an employee's Sex Race, Disability, Sexual Orientation, Religion, Age. Any of these forms of harassment will also amount to Discrimination and are covered by specific Regulations making it unlawful. Harassment can also mean: Bullying i.e. persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self confidence and which may cause them to suffer stress.

Employers have as general duty to protect employees' health and safety at work and failure to address a problem of bullying may contravene this legislation.

The Company has an obligation to provide an environment free of



harassment. All employees have a responsibility to help to ensure that there is none. Any such conduct will not be condoned or tolerated in the workplace and will be dealt with under the disciplinary procedure and in severe cases will result in dismissal. Management and supervisors have a particular duty to ensure that harassment and/or bullying of any kind does not occur in work areas for which they are responsible. Any threat or insinuation made that an employee's rejection of sexual advances will influence an employment decision affecting that person will be treated as a serious disciplinary offence.

### **Complaints procedure**

Employees who consider they are suffering from harassment and/or bullying of any kind should ensure it is made clear to the alleged harasser that such behaviour is unwanted and unwelcome and in the complainant's view constitutes harassment.

The grievance procedure may be used to deal with complaints of harassment and/or bullying. However, in the first instance, complaints should follow the steps set out in this policy wherever practicably possible.

Employees who consider they are suffering from harassment and/or bullying are able to seek advice and support in total confidence from the Department Supervisor, without obligation to take a complaint further.

If harassment continues in any form, a complaint under the existing procedure for dealing with grievances should be made. Where the grievance procedure is used, an opportunity will be afforded to the employee concerned to bring along a friend employed at the workplace or a union representative of their choice.

In circumstances where a complaint of harassment and/or bullying is made against the employee's immediate supervisor, the matter shall be referred to a more senior manager in accordance with normal procedure. If the complaint is against a Director or Senior Manager, another Director will deal with the complaint.

Investigations of complaints will be handled with sensitivity and with due respect for the rights of both the complainant and the alleged harasser. Investigations and any subsequent disciplinary action will be carried out quickly, confidentially and carefully. If the investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence.

This action should not be to the detriment of the harassed person. It will be considered a disciplinary offence to victimise or retaliate against a person who is making a complaint of harassment or bullying or who is assisting in an investigation.



## **RECRUITMENT AND SELECTION PROCEDURE**

### **Policy Statement**

The Company is committed to fair and equitable dealings with all candidates for posts and understands that ensuring the highest standards in recruitment will provide the best results both for employees and for the development and growth of the Company. Therefore it is policy that all recruitment and selection procedures will:

- Be objective
- Avoid discriminatory language or implications
- Concentrate on an individual's skills, experience and qualifications
- Be open-minded

This policy is the responsibility of Nick Dominey (Director) who will monitor its effectiveness and to whom any queries should be addressed.

In general the Company will ensure that those undertaking recruitment will be properly trained in procedure and in legal requirements affecting recruitment practice, including discrimination law, Rehabilitation of Offenders, the recruitment of young people and immigration issues.

It is a requirement that all recruitment takes place within the following procedural guidelines and any departure from these guidelines exposing the company to legal claims and/or substandard appointments will be considered a disciplinary offence.

### **Procedure**

#### **Stage One – the vacancy**

When a position falls vacant the appropriate management team will consider firstly whether this is an opportunity to make organisational changes. In any event the job description and person specification attached to that post will be scrutinised and updated and an objective selection criteria drawn up on the basis of these specs.

This and subsequent actions will be undertaken by a panel of no more than three relevant recruiters, appointed in this initial stage.

#### **Stage Two – the advertisement**

Once the job description and person specification are completed, an advertisement will be placed in the appropriate media. Whilst working within appropriate parameters, the Company will ensure that this advert will appear in publications with the widest and most diverse readership to ensure all likely candidates are reached.



The advert itself will be brief and state the main skills and experience required and will state that the Company is an Equal Opportunities Employer Neutral language should be used. If a job title suggests a specific gender then it should be made clear that applications will be welcome from either sex. Nothing within an advert – including text or photos -should give the impression of a preference for a specific gender or race.

An Application Form will be sent to each Applicant. This Form will be in a format scrutinised and approved by Nick Dominey (Director) and will avoid all discriminatory questions.

### **Stage Three – selection for interview**

Each member of the panel will read the Application Forms separately and only after having made independent – refer to Wyke Printers Employee Handbook.

Assessments will the panel meet to make its final choices for interview. For guidance:

- No assumptions should be made as to stereotypical requirements for a job – do not assume a woman is excluded from a job that involves heavy lifting
- Length of residence in the UK should not be taken into account unless essential
- A standard of spoken or written English that is adequate to do the job. Higher requirements may be discriminatory
- Give proper consideration to those wanting to work part-time. Not to do so may be discriminatory
- Always consider what reasonable adjustments could be made so that a disabled candidate would be able to do the job. Also consider any reasonable adjustments that could be made so that a disabled candidate can attend interview.

When meeting to discuss final selection – panel members should check each other's decision to ensure only fair and objective reasons are given for their choices

### **Stage Four – the interview**

Interviews will always be before a panel of at least two.

An agreed set of questions must be put to each interviewee. These questions will be decided beforehand by the panel and will be fair and objective. Care must be taken not to ask questions that could indicate discrimination. Therefore women should not be asked about their children, their marital status, and their husband's job. Interviewees from ethnic minorities should not be asked where they are from or for details of their religious observance

An interview assessment sheet will be used to objectively score interviewees



against the selection criteria.

The interview will be concluded by telling the interviewee when they are likely to be given the panel's decision

### **Stage Five – the offer**

The panel will combine their scores to establish the most suitable candidate. The successful candidate will be offered the position by letter. It will be subject to any conditions that the Company may impose, such as satisfactory references.

The offer letter will also contain a copy of the employer's terms of employment and any ancillary documents. The candidate will be asked to sign the offer letter indicating acceptance of the offer and receipt of the contractual documents.

### **Immigration and Race Discrimination**

The Company is aware of its duties under immigration legislation and recognises that unthinking observance of those duties could give rise to discrimination on the grounds of race. Therefore no assumptions are to be made as to the immigration status of any applicants and the following checks are to be made only after a decision on the successful candidate has been reached.

Prior to starting work, all new employees will be required to produce a document from their previous employer or a relevant agency, (HMRC, the Benefits Agency, the Contributions Agency, the Employment Service or their successors) stating their national insurance number.

Should they be unable to do so, then some other document as defined by immigration legislation must be produced and a copy made and kept by the Company. If no such document is produced, then the offer of employment will be withdrawn.

### **Stage Six – induction**

On starting his employment each new employee will undergo an induction procedure, which will include:

- Introduction to Staff Handbook and delivery of individual copy
- Introduction to Health and Safety Manual and delivery of individual copy
- Explanation of the Company's organisational structure
- Discussion of any necessary initial training

### **Unsuccessful Candidates**

The Company recognises that an objective and open process should include feedback to unsuccessful candidates if required. Panel members should be



aware of this throughout the process and be prepared to provide constructive feedback. Any requests for feedback should be brought to the attention of Nick Dominey (Director) who will coordinate the panel's response.

### **Records**

All records produced during this process will be kept for a minimum of three months and a maximum of six months.

### **Data Protection**

The Company recognises its responsibilities under the Data Protection Act to process data lawfully and will ensure all applicants are informed as to the processing of any personal data generated during this process

### **Opportunities in accordance with current legislation**

The company will also endeavour to assist employees for whom alternative work cannot be found in the company to find other employment outside the company. Individual counselling, provision of resources, e.g. typing, stationery, etc may also be made available to employees.

Compensation for loss of employment due to redundancy will be in accordance with statutory entitlement laid down in existing legislation. Currently, statutory redundancy payments are based on an employee's age and length of service.

All employees who receive redundancy payments will be given a written notification of the way in which their redundancy pay has been calculated.