

EQUAL OPPORTUNITIES AND DIGNITY AT WORK POLICY

Antur Teifi is committed to providing a service where people treat each other with mutual respect and dignity and we recognise that our ability to meet the needs of our clients is improved by having a diverse workforce which reflects the Welsh population and wider community.

We aim to combat all forms of discrimination, harassment or victimisation and safeguard the interests of all equality groups outlined in the Equality Act 2010 with reference to the nine protected human characteristics Ethnicity, Gender, Gender Identity, Disability, Religion and Belief, Age, Pregnancy and Maternity/Paternity, Civil Partnerships and Sexual Orientation and also discrimination on the grounds of a perceived or associative protected characteristic.

We are firmly committed to:-

- Developing an inclusive working environment, providing equality of opportunity and parity of treatment for all our employees, sub-contractors, clients, partners and stakeholders.
- Taking positive steps where possible to address any under-representation of minority groups in our service provision.
- Eliminating unlawful racial discrimination. Promoting good relations between people of different races.
- Promoting equality of opportunity between disabled people and others and take steps to take account of disabled people's disabilities.
- Eliminating harassment.
- Promoting positive attitudes towards disabled people, people of all ages regardless of sexual orientation or religion or belief.
- Eliminating discrimination and harassment that is unlawful under the Sex Discrimination Act, and discrimination that is unlawful under the Equal Pay Act.
- Promoting the use of Welsh Language in our service provision.

Antur Teifi will provide employees and sub-contractors with equality and diversity training and awareness. We will monitor the equal opportunities policy to ensure its effectiveness, keeping all policies under review and implement changes where these could improve equality of opportunity and diversity in employment, procurement and service delivery. The person responsible for Equal Opportunities is the HR Manager.

Antur Teifi recognises that there are groups and individuals in society who are disadvantaged and discriminated against. This policy document sets out our commitment to promoting equal opportunities both in service delivery and as an employer, by making it integral to all our strategies, policies and practices.

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Staff Handbook		Appendix 6	<i>MH Morris</i>	<i>[Signature]</i>

We are committed to eliminating any discrimination on the grounds of the nine protected characteristics identified in the Equality Act 2010.

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy/Maternity
- Race
- Religion or Belief
- Sex (formerly Gender)
- Sexual Orientation

Scope of this policy

This Policy underpins and will inform all activities of Antur Teifi and covers our employees, associates, services to our clients, stakeholders and all those who use our services whether they are a private, statutory, voluntary or community sector organisation.

Under the Equality Act 2010, three elements of the general duty are to:-

1. Eliminate unlawful discrimination, harassment and victimisation, that is owed to everyone and covers all the nine protected characteristics listed above.
2. To advance equality of opportunity.
3. To foster good relations.

The intention of this Policy is to set out the equal opportunities principles and commitments that will inform all aspects of our business. The Policy also provides a framework that ensures that the company meets its public sector equalities duties, as outlined in the Equality Act 2010.

Employee Responsibility

Every employee has a responsibility not to behave in a way that could be offensive to others and to ensure that their colleagues are treated with dignity and respect. Employees may be personally liable for any discriminatory acts, harassment or victimisation.

Management Responsibility

Managers and line managers have a particular responsibility for communicating the policy and ensuring it is implemented.

They are also responsible for thoroughly investigating any instances of discrimination or bullying which they may become aware of (whether or not it is brought to their attention formally) and for resolving it as quickly as possible.

Managers may be personally liable for any discriminatory acts, harassment or victimisation.

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Recruitment

- That any job details or content of advertisements will be limited to those requirements that are necessary to do the job successfully.
- That job vacancies are advertised as widely as possible.
- That interview questions and candidate selection decisions are based on job-related criteria see *Company Recruitment and Selection Policy*.
- That all applicants are asked if they have any particular requirements in order to attend and to play a full part in interviews, and where practicable these will be accommodated.

Training

- That employees are able to access any training that they require by providing it in a way that takes account of individual needs and personal circumstances subject to the company's resources.
- That all staff will be introduced to the policy and receive training in equality and diversity.

Employment

- That terms and conditions of work, benefits, facilities, working arrangements etc do not discriminate against any employee.
- That pay rates for male and female employees will be transparent and will reflect the principles of equal pay for work of equal value, and the National Minimum Wage.
- That employees will be promoted on their ability to do the job.

Bullying, harassment, victimisation and intimidation

- That all employees are informed that the Company will not condone such practices (see examples in appendix below) and also that any such incidents or complaints should be reported. (See the Company's Bullying & Harassment Policy and Procedure).

Mental Health at Work

Antur Teifi intends to help prevent mental ill health by early detection and intervention and by demonstrating positive attitudes and behaviour. We recognise that work is good for mental health and that supporting our staff so they can give of their best is good for the organisation. We will ensure that those affected by mental ill health will be specifically included in our workplace policies and we will provide appropriate support.

General

- Equality and diversity training objectives will be incorporated into each staff member's annual appraisal to ensure these objectives are embedded in the organisational culture.

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- Any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying, victimisation or intimidation will be disciplined under the Disciplinary Procedure and action, up to and including dismissal, will be taken.
- The policy will regularly monitored to see if equality of opportunity and dignity at work are being achieved in accordance with the company's policy objectives.
- All contracts between Antur Teifi and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff and by any of their sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.

Appendix 1

Examples of bullying harassment and victimisation.

Bullying or harassment is regarded as offensive or intimidating behaviour in whatever form, or an abuse of power which undermines or humiliates an employee, or violates their dignity at work, such as:-

Bullying and Harassment

The following are examples of bullying and will not be tolerated:

- shouting at a colleague, negative attacks on a colleague's professional performance, criticising or humiliating a colleague in front of others
- spreading malicious rumours or making malicious allegations
- setting objectives with impossible deadlines or unachievable tasks
- excluding or ignoring a colleague with intent to isolate that person
- abusive, threatening or insulting words or behaviour
- jokes or terms related to race; pranks; deliberate exclusion from conversations; abusive, threatening or insulting words and behaviour; displaying abusive writing and pictures.

See the Bullying and Harassment policy for further information.

Victimisation

This occurs when someone has been treated badly because they have made a complaint or raised a grievance or represented a complainant under the Equality Act 2010.

(There is no longer a need for the person to compare their treatment with someone who has not made or supported a complaint under the Act.)

jokes or terms related to race; pranks; deliberate exclusion from conversations; abusive, threatening or insulting words and behaviour; displaying abusive writing and pictures.

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Direct Discrimination

Unlawful Direct Discrimination occurs when a person or group is treated less favourably on the grounds of any protected characteristic than another person not belonging to that same group in the same circumstances.

Indirect Discrimination

Indirect Discrimination occurs where a rule, policy or practice, which applies to everyone, particularly disadvantages people who share a protected characteristic.

Discrimination by Association

This occurs where a person is discriminated against because of their association with another person who possesses a protected characteristic.

Discrimination by Perception

This occurs where a person is discriminated against because others think that they possess a protected characteristic.