

ADAS Equal Opportunities Policy



Aims

ADAS is fully committed to equal opportunities.

The purpose of this policy is to ensure that no job applicant, employee, client, supplier, sub-contractor or member of the public receives less favourable treatment on the grounds of the following 'protected characteristics':

- Sex.
- Marital or civil partner status.
- Pregnancy or maternity.
- Age.
- Race or colour.
- Ethnic or national origin.
- Sexual orientation.
- Gender reassignment.
- Religion or belief.
- Trade Union membership.
- Disability.

Primary objectives

- To implement a zero-tolerance approach to all forms of discrimination.
- To enable employees to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation.
- To ensure that no applicant or employee receives less favourable treatment.

Our commitment to equal opportunities extends to all aspects of recruitment and selection, terms of employment (including pay, conditions and benefits), training, appraisals, career development and promotion, working practices (including conduct matters, discipline and grievances), work related social events and termination of employment.

Forms of discrimination

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs when a person treats another person less favourably than it would treat others, because one or more of the protected characteristics set out above.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our internal anti-harassment and bullying policy.

Victimisation is also prohibited. Victimisation is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

Actions

- All staff have a responsibility to ensure they do not carry out their duties in a discriminatory manner.
- All staff have personal responsibility to ensure compliance with this policy.
- Any allegation of discrimination will be thoroughly investigated and if substantiated cases will be subject to the Company's disciplinary procedures.
- Employee selection and recruitment and other employment decisions will always be fair and non-discriminatory.
- Staff involved in recruitment will be trained in equal opportunities as appropriate.
- Overseas qualifications will not be assumed to be of lower standard than their UK equivalents.
- All training and development opportunities will reflect the Company's commitment to equal opportunities and will be made available to both full-time and part-time employees alike.
- Any member of staff may use the Company's grievance procedures to complain in confidence about discriminatory conduct. The Company will ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance.
- Any member of staff who harasses or bullies any other member of staff on the grounds of any of the protected characteristics will be subject to the Company's disciplinary procedures. In serious cases, such behaviour may be deemed to constitute gross misconduct and will result in summary dismissal.
- ADAS will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- ADAS will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.
- ADAS will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Disability includes any physical or mental impairment which substantially effects an individual's ability to perform day to day activities. Where reasonable, ADAS will take steps to improve access for disabled staff and service users. Where a particular adjustment is considered unreasonable this will be explained and an alternative solution sought if possible.
- Compliance with all relevant legal requirements.

Policy review

This policy will be periodically reviewed in accordance with a documented procedure within the company's quality management system.



Ian Strudwick
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