



DIVERSITY AND EQUALITY POLICY

INTRODUCTION

Purpose

The purpose of this policy is;

- to state the Organisation's commitment to diversity and equal opportunity.
- to make all employees aware of the types of discrimination and their definitions.
- to make all employees aware of the characteristics protected under this policy.

This policy has been composed in accordance to the Equality Act 2010.

The policy represents the Company's response to statutory requirements and good practice recommended within the Equality Act 2010 and past codes issued by the Commission for Racial Equality and the Equal Opportunities Commission.

Policy Statement

Remsdaq is committed to the principle of diversity and equal opportunities in employment. Its aim is to ensure that a job applicant or employee receives no less favourable treatment based on the following characteristics; Age, Disability, Gender Reassignment, Race, Religions or Beliefs, Sex, Sexual Orientation, Marriage & Civil Partnership and/or Pregnancy & Maternity or is placed at a disadvantage by requirements or conditions which cannot be shown to be justifiable. It is also designed to create equality of opportunity for employment within the Organisation.

Operational policies and procedures will be kept under review to ensure that they do not promote any form of discrimination.

Remsdaq will strive to encourage, value and manage diversity effectively. Remsdaq is committed to providing equality for all.

PROTECTED CHARACTERISTICS

Age

For the purpose of discrimination age does not only mean a person's actual age, it can also refer to a grouping, e.g. 'under 25s.' It can also be relative, e.g. 'older than us.' This policy protects people of all ages. Different treatment because of age is unlawful and can be viewed as direct or indirect discrimination if the employer is unable to justify it.



Disability

Disability is defined as a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities. Long-term is defined as meaning it will have lasted for, or is likely to last for at least 12 months or the rest of the person's life.

Under most circumstances, if a person has had the disability in the past they will still be considered to have the protected characteristic of disability even if they no longer have the impairment.

Gender Reassignment

Gender Reassignment is determined as and only applies to people who live permanently as the opposite gender to their birth gender. Transsexuals are not to be treated less favourably regardless to whether they are or have considered undergoing or have undergone medical intervention, e.g. gender reassignment. The Equality Act considers gender reassignment to be a personal process and so brings people who choose to live as their chosen gender rather than their birth gender into scope.

Race

Race is defined as including colour, nationality – which also includes citizenship, and/or ethnic or national origins.

Ethnic origins depends on a number of factors such as long and shared history and cultural traditions of its own, common literature, and/or common geographic origin.

Religions or Beliefs

This includes any religion. It also includes a lack of religion. The Equality Act aims to follow the European Convention on Human Rights which guarantee freedom of thought, conscience and religion. As well as applying to holders of religious or philosophical beliefs it also applies to a lack of such beliefs.

Religion is often viewed as the belief in and worship of a superhuman controlling power, e.g. a personal god or gods: a particular system of faith and worship, a pursuit or interest followed with great devotion. A religion must have a clear structure and belief system.

A belief is defined as affecting the way a person lives their life or perceives the world but does not require the worship of a god or gods.

Sex

This applies to men and women of any age and outlaws discrimination against people on the grounds of gender.



Sexual Orientation

Sexual Orientation is determined as; orientation towards people of the same sex (lesbians and gay men), orientation towards people of the opposite sex (heterosexual) and orientation towards people of the same sex and the opposite sex (bisexual).

Marriage & Civil Partnership

This applies to all employees who are married or in a civil partnership. This does not apply to employees who are engaged or divorced.

The definition of “marriage” is that for it to be legal it must be for “one man” and “one woman”.

A “civil partnership” is a legal union between two people of the same sex which is registered under the Civil Partnership Act 2004.

Employers must treat civil partners in the same way as married people in a wide range of matters, including employment and vocational training. Any benefits given to married employees must also be offered to civil partners, including flexible working, statutory paternity pay, paternity and adoption leave, health insurance and survivor pensions.

Pregnancy & Maternity

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory leave which she is entitled.

WHAT IS DISCRIMINATION

Direct Discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a particular characteristic they have, or are thought to have (Discrimination by Perception), or because they associate with someone who has a protected characteristic (Discrimination by Association).

Discrimination by Perception

Discrimination by Perception is Direct Discrimination against someone because others think they possess a particular characteristic. It still applies even if the person does not actually possess that characteristic.

Discrimination by Perception applies to Age, Disability, Gender Reassignment, Race, Religions or Beliefs, Sex, and/or Sexual Orientation.



Discrimination by Association

Discrimination by Association is Direct Discrimination against someone because they associate with another person who possesses a particular characteristic.

Discrimination by Association applies to Age, Disability, Gender Reassignment, Race, Religions or Beliefs, Sex, and/or Sexual Orientation.

Indirect Discrimination

Indirect Discrimination can occur when an organisation has a condition, rule, policy or practice that applies to everyone but particularly disadvantages people who share one of the below mentioned characteristics.

Indirect Discrimination is the only type of discrimination that can be justified. The organisation can justify this if required by showing that we have acted reasonably in managing our business strategy, and are using the condition, rule, policy or practice in question as a proportionate means of achieving a legitimate aim.

Proportionate would be deemed as fair and reasonable. This should include showing that we have looked at 'less discriminatory' alternatives.

Indirect Discrimination applies to Age, Disability, Gender Reassignment, Race, Religions or Beliefs, Sex, Sexual Orientation, Marriage & Civil Partnership.

RESPONSIBILITIES

The Organisation promises;

- to ensure the existence of a diversity and equal opportunities policy.
- that, as an employer, to be ultimately responsible for the acts of our employees and, as such, is committed to making this policy effective.
- to manage diversity and value everyone as an individual.
- that breaches of our diversity and equality policy will be regarded as misconduct or gross misconduct and could lead to disciplinary proceedings.

Managers and Supervisors are required;

- to fully support the policy in its entirety.
- to implement the policy throughout their sphere of responsibility.
- to ensure that all employees are aware of their responsibilities under the policy.
- to ensure the provision of appropriate training and guidance material
- to report to the Company's Human Resources Manager on the operation of the policy



Employees are required;

- to ensure that they do not discriminate or induce others to practice unlawful discrimination, to refrain from harassment, abuse, intimidation or victimisation of individuals.
- to co-operate with any measures introduced to ensure diversity and equal opportunity within the workplace.

Human Resources are responsible;

- for monitoring adherence to the company's diversity and equal opportunities policies for potential and current employees.
- for reviewing procedures and monitoring selection decisions.
- for providing training to managers and staff on the operation of the policy and the provision of any information relevant thereto.
- for ensuring that all other Human Resource policies and conditions of service are applied equally.
- for ensuring that the policy is continuously monitored and regularly reviewed.

RECRUITMENT AND SELECTION PROCEDURES

Advertising and recruitment literature must not imply that there is a preference for one group of applicants, e.g. by the use of discriminatory job titles or material depicting only members of a certain sex/racial group unless this is a genuine occupational requirement in terms of the current legislation. Advertising and recruitment drives should be aimed at as wide a group of suitably qualified and experienced people as possible.

It is the responsibility of the Human Resources Department to monitor advertising and recruitment practices to ensure compliance with these requirements. With regard to recruitment, Remsdaq will avoid wrongfully discriminating against age through advertisement where ever necessary and will not ask applicants to prove excessive years of experience if not entirely required for the role.

Appointing officers will identify the need for particular job requirements and the criteria on which short-listing is to be based. Where such requirements and/or criteria will have the effect of reducing the likelihood of an appointment from a particular sex or racial group then they must be justifiable as being essential for the effective performance of the job.

Selection procedures must be conducted on an objective basis and relate only to the applicants suitability for the job. Managers must guard against pre-conceptions that individuals of a particular sex, race or marital status possess characteristics which could make them unsuitable for employment.

A brief record of the reason(s) for rejection/short-listing/appointments must be made for each applicant.



Monitoring Equal Opportunities

To facilitate monitoring the effectiveness of this policy, information will be collected during the recruitment process with the express agreement of the candidate.

All information collected will remain anonymous and be separated from the selection aspect of the recruitment process.

Data from the monitoring process will be displayed within the HR Department.

TRAINING AND DEVELOPMENT

Positive steps will be taken to ensure that no individual is discounted from training and/or employee development opportunities on grounds of Age, Disability, Gender Reassignment, Race, Religions or Beliefs, Sex, Sexual Orientation, Marriage & Civil Partnership and/or Pregnancy & Maternity

Training provisions will be made, where necessary, to assist the return to work of individuals following a break for domestic reasons. Age limits for entry to training schemes will not be unnecessarily restrictive to exclude any particular group of staff.

All key personnel involved in management and selection will be given guidance/training in the Company's policy and the law.

FLEXIBLE WORKING HOURS

The Company will look to grant requests for part-time work on the individual merits of each case but retains the right to refuse such requests should the efficient operation of the role and function be compromised.

TERMS OF CONTRACT

The Company will not discriminate on the basis of Age, Disability, Gender Reassignment, Race, Religions or Beliefs, Sex, Sexual Orientation, Marriage & Civil Partnership and/or Pregnancy & Maternity in the application of local conditions (e.g. allocation of duties or shifts between staff employed in the same capacity) except where such duties are specifically covered by Health & Safety legislation.



DISCIPLINARY & GRIEVANCE PROCEDURES

Direct Discrimination will be treated as a disciplinary matter and will be dealt with under the Company's Disciplinary Procedure.

Employees who feel they may have been subjected to discrimination contrary to this policy should pursue this through the Grievance Procedure.

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Terry J. Breen
Managing Director