

# Equality & Diversity Policy

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## POLICY STATEMENT

Rhodar Industrial Services Limited (Rhodar) is committed to eliminating discrimination, promoting diversity and providing equal opportunities which is demonstrated through our employment policies, procedures and practices. Our aim is that our workforce will be truly representative of all sections of society and each person feels respected and able to give of their best.

All employees have a duty to co-operate to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.

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.

To that end, the purpose of this policy is to provide diversity and equality to all in employment, irrespective of any protected characteristics such as; gender, gender reassignment, race, ethnic origin, pregnancy, disability, age, nationality, national origin, sexuality, religion or belief, marital status, civil partnership 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, equally and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

### Our Commitment:

- To ensure Rhodar activities are of high quality and responsive to our client's needs, ensuring that our employees adequately respond to the needs of our client.
- 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.
- To ensure that Rhodar fulfils its legal obligations under the equal opportunities legislation and complies with provisions contained in various Codes of Practice.
- The commitment to diversity and equality in the workplace is good management practice and makes sound business sense.
- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually.

Implementation - The responsibility for enforcement of this policy rests with Jason Davy (Company Chairman), who will monitor the effectiveness of the policy and associated initiatives. All employees have an obligation to avoid discrimination and promote equal opportunities. The implementations of initiatives in support of the policy are the responsibilities of the Directors, Managers and Supervisors. This Equality Policy will be reviewed annually.

## EQUALITY AND DIVERSITY AT WORK

In order to ensure that equality underpins all aspects of our employment policies, procedures and practices, we aim to:

- Ensure that our employment, training and development policies, procedures and practices comply with this policy and do not discriminate intentionally or unintentionally against any group or individual;
- Become an employer of choice by promoting and developing policies that support a work-life balance and equal pay ensuring that we maximise employment opportunities for all;
- Recruit employees in a manner which is fair and open;
- Ensure employees are aware of their personal responsibility to apply this policy;
- Eliminate discrimination in the provision of training and development to ensure that all employees can realise their full potential and contribute to the company;
- Ensure that relevant Managers / Supervisors undertake relevant training in equal opportunity issues to raise their awareness, understanding and importance of equal opportunities in the work place and in service delivery;
- Promote a culture of fairness and respect in all employment policies, procedures and practices;
- Provide appropriate training and development opportunities to all employees regardless of protected characteristics;
- Ensure pay structures reward all employees fairly;
- Recognise that employees have the right to work in a supportive and safe environment free from harassment ;
- Make reasonable access adjustments, wherever possible, to enable the employment and redeployment of staff with disabilities.

## GUIDELINES FOR RECRUITMENT

- I. The governing factor for appointments will be based on merit, competence and the ability to do the job.
- II. Where possible, all jobs will be advertised externally and internally.
- III. All job advertisements will carry wording designed to encourage applicants from all sections of the community.
- IV. Recruitment literature will describe jobs without gender, race or disability bias.
- V. Consideration will be given to using a range of advertising media to encourage and attract applicants from all sections of the community.
- VI. All applicants will be assessed in the same way using the same evaluation and selection criteria.
- VII. Selection criteria will not be set to unlawfully discriminate (directly or indirectly) on the grounds of gender, gender reassignment, race, ethnic origin, pregnancy, disability, age, nationality, national origin, sexuality, religion or belief, marital status, civil partnership, social class and should solely be related to the requirements of the job.
- VIII. Where selection tests are used, tests will be specifically related to the job and in the case of ability tests they should be fully validated so as to avoid any bias on the grounds of gender, marital status, race or disability.

The staff responsible for short listing, interviewing and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will be involved in the interview process and all questions will relate to the selection criteria. No questions will be based on assumptions about roles in the home and the family, or the assumed suitability of different ethnic

groups for the post in question. Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements should be offered to enable candidates to compete on an equal basis.

## Monitoring and Evaluation

To ensure we are achieving our policy objectives, we will monitor the effectiveness of our policy by re-evaluation of our employment/selections process. We will annually monitor the effectiveness of the policy reviewing our practices where there are shortfalls and developing recommendations and implement them.

## TERMS AND CONDITIONS

- I. Where an employee experiences sexual harassment this will be viewed as a form of sex discrimination which shall not be condoned or tolerated by the company.
- II. Female employees are far more likely to suffer from such discrimination and it can be defined as unwanted conduct of a sexual nature, or conduct based on sex which is offensive to the recipient, which interferes with the recipient's work performance and creates a hostile working environment. The rebuttal of such unwanted conduct is often followed by threatened or actual employment retaliation. An employee experiencing conduct which is believed to be sexual harassment should follow the stages in the grievance procedures.
- III. Where an employee experiences racial harassment this will be viewed as a form of racial discrimination which will not be condoned or tolerated by the company.
- IV. Black and other minority ethnic employees are far more likely to suffer from such discrimination (though not exclusively) and it can be defined as an unwanted conduct of racial nature, or conduct based on race, it is offensive to the recipient and interferes with the recipient's work performance creating a hostile working environment.
- V. An employee experiencing conduct that is believed to be racial harassment should follow the stages outlined in the grievance procedure.
- VI. Provisions relating to maternity leave and pay are detailed in employment terms. Maternity leave will not be treated as an obstacle to progression or career development.
- VII. All other terms and conditions of employment will not be related to the gender, marital status, ethnic origin or disability of employees and as far as practicable will not obstruct or limit the employment or promotion of any employee.
- VIII. Employees who have recruitment and selection responsibilities and/or who have supervisory responsibilities will undertake training in recruitment, selection and equal opportunities to ensure awareness and fairness in their assessment and selection process enabling them to encourage and promote equal opportunities for all.

## APPRAISAL, TRAINING, CAREER DEVELOPMENT, PROMOTION AND TRANSFER

- I. Where posts are internally advertised only (i.e. offering career-development and promotion opportunities to existing employees), the same principles as those governing external recruitment will apply.
- II. Rhodar's performance and development scheme should relate specifically to the job/career of the individual and will avoid any bias or assumptions based on an employee's gender, marital status,

- disability or ethnic origin or protected characteristics. The scheme will only involve assessing employees' aspirations and managers' views on employees' capabilities, performance and potential.
- III. In the case of trainees, merit increment and honoraria etc., are the criteria on which employees' pay rises through increment will not be based on criteria related to gender, marital status, age, disability or ethnic origin.
  - IV. All employees will be encouraged to take suitable opportunities for training and advancement. In particular, in areas of work where certain groups are under-represented (especially in senior management), managers will take a pro-active role in ensuring employees from such under-represented staff take up training opportunities that assist their future possible entry into these areas of work.
  - V. Employees who have direct contact with members of the public will undertake training on dealing with service users to ensure awareness of their customer needs and the public at large, ensuring satisfactory service delivery.
  - VI. In situations where employees are being re-deployed due to changes in the operational arrangements of Rhodar, the procedures for re-deployment (including ring-fencing and priority candidates) will be free from bias on the grounds of gender, marital status, disability, ethnic origin and any other protected characteristics.
  - VII. Where employees are seeking re-deployment on the grounds of disability or ill-health (and would otherwise be retired on the grounds of ill-health) assistance will be sought where appropriate from the Department for Work and Pensions.

## DISMISSAL AND REDUNDANCY

- I. In cases where employees are being dismissed, this decision will not be made on grounds of their gender, marital status, disability or ethnic origin and decisions will be made solely in accordance with our Company's disciplinary procedure.
- II. Intentional, direct and overt acts of race and sex discrimination and racial and sexual harassment will be regarded as gross misconduct and therefore a dismissible offence.
- III. In cases where employees are selected for redundancy, decisions will not take account of their gender, gender reassignment, race, ethnic origin, pregnancy, disability, age, nationality, national origin, sexuality, religion or belief, marital status, civil partnership, social class and no criteria (such as 'part-timer first' or 'last in first out') will be applied if it cannot be justified and it has a disproportionately adverse effect on women and/or minority ethnic groups. In particular, registered disabled people will not be made redundant without reasonable cause.
- IV. Where an employee has been found guilty of theft or bringing the company into disrepute, the employee may be dismissed.

## GENERAL PROVISIONS

- I. Whilst the overall responsibility for the Policy lies with the Managing Director, every employee has a personal and legal obligation to avoid discrimination and to promote equal opportunities for all. Rhodar will ensure that employees are aware of these obligations.
- II. All personnel policies and procedures, particularly those relating directly to equal opportunities, will be regularly reviewed to ensure they are operating in a non-discriminatory manner and are adequately assisting the implementation of this Policy.
- III. Complaints of discrimination by employees should be raised at an appropriate level of the Grievance Procedure and complaints by job applicants should be made to the Managing Director. Any complaints will be treated seriously, in confidence and sensitively.

## **EQUAL OPPORTUNITY IN SERVICE DELIVERY**

Rhodar takes active steps to provide equal opportunities in service delivery. We are committed to building on our existing achievements through improving our service to our clients.

Equal opportunities means that our customers will not be treated less favourably because of their race, colour, national or ethnic origin, gender, marital status, disability, sexuality, age or religious belief.

We are committed to equal opportunities, both in the delivery of services and the employment of staff.

Our commitment to equal opportunities means we will encourage the development of understanding and appreciation of diversity and lifestyles.

We expect our workforce to have a positive attitude to equality issues, treating each other equally and fairly regardless of their race, colour, national or ethnic origin, gender, marital status, disability, sexuality, age or religious belief.

We pride ourselves in the quality of our services and want to keep our customers. We want our customers to be honest with us and we will be honest when things go wrong and work quickly to put them right.

Rhodar will:

- Provide clear information to the public and its customers on how to complain;
- Listen to complaints and comments and act upon them in an agreed time scale;
- Tell you what action we have taken on your complaint;
- Treat all complaints fairly in accordance with our equalities policy and framework and monitor all complaints to ensure that this is being achieved;
- Use complaints to improve the quality of services.

### **Accessibility of Services**

Rhodar will work with local people to provide a safe environment in accordance with our Health and Safety Policy.

### **Planning and Improving Services**

- We will ensure that the workforce and service delivered is reflective of the community it services.
- The success of our service is demonstrated by our customer base and we aspire to continually review and improve services ensuring they meet the needs of customers.
- We are a customer-led organisation, committed to consulting widely with users and staff to ensure that our service meets their requirements.
- We will ask our clients for feedback, this is part of our quality assurance designed to improve services wherever possible.
- We will endeavour to enhance our reputation as a provider of high quality services.

## MONITORING AND IMPROVING PERFORMANCE

### Monitoring

We will endeavour to improve service by continually monitoring the quality of our service, delivery and the effectiveness of our equal opportunities policy.

Rhodar will:

- Monitor services regularly and bring forward action plans for improvement.
- Solicit feedback from our customers about our standard and quality of service delivery.
- Recognise and use the experience of staff in improving services.
- Monitor the effectiveness of our equalities policy to ensure that there is clear representation and transparency in our recruitment and promotion processes.
- Provide regular public reports about the quality of the services and the views of those who use them. This includes but is not limited to disabled people, the elderly and both adults and children with physical or mental special needs.

## TRANSLATION AND EQUALITY

Rhodar bridges communication gaps between us and service users who struggle to communicate in English. Where applicable, we will collaborate with Happy to Translate, an organisation specifically set up to bridge the gap of translation and operate in accordance with the key principles of HTT. If applicable, all front line operational staff will be issued with a translation booklet and support number to assist with communicating correct information.

## MANAGERIAL RESPONSIBILITIES

The responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Senior Management. Senior Management shall ensure that they and their staff operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Managers will:

- Demonstrate commitment to the Policy by incorporating it into plans and objectives;
- Be responsible for the implementation and monitoring of the Policy within departmental plans/objectives;
- Ensure that policies and strategies are communicated to all employees and allow for discussion and feedback i.e. personal development plans, performance;
- Ensure that all employees understand their responsibilities i.e. any form of discrimination will not be tolerated and will be treated as a serious offence which may lead to disciplinary action;
- Effectively manage and deal promptly and thoroughly with any complaints of discrimination including harassment, victimisation and bullying;
- Deal promptly with complaints of inequality and ensure the matter is investigated thoroughly and any other steps taken;

## LEGISLATIVE GUIDANCE (EQUALITY ACT 2010)

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equality Act 2010 including:
- Equal Pay Act 1970;
- The Sex Discrimination Act 1975;
- The Sex Discrimination Act 1986;
- The Employment Act 2002;
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003;
- The Equality Act 2006.

This covers but is not limited to: Indirect discrimination, Associative discrimination, Perceptive discrimination, Harassment, Harassment by a third party, Victimisation, Positive action, Pre-employment health-related checks, Extension of employment tribunal powers, Equal pay direct discrimination and Pay secrecy.

- Rehabilitation of Offenders Act 1974
- Equal Opportunities Commission: Code of Practice
- Department of Education & Employment: Code of Practice
- Commission for Racial Equality: Code of Practice

The successful implementation of this policy relies on all responsibilities being fulfilled with the general aim of continuous improvement through monitoring and an annual review.



Jason Davy  
Managing Director

<b>Version Number</b>	<b>Amendment Made</b>	<b>Reviewed by</b>	<b>Date of Issue</b>
04	Annual review – no change to content	JS	01/01/2023
05	Rhodar Group subsidiaries added to the policy	JS	23/02/2023
06	Group subsidiaries removed as no longer trading as Rhodar Ltd	JS/KM	01/04/2024
06	Annual review – no change to content	JS/KM	06/01/2025
06	Annual review – no change to content	JS/KM	05/01/2026