

BJH Equal Opportunities Policy



Updated 24.06.2020

Statement of policy and purpose of policy

1. BJH CONTRACTS UK LTD (the Employer) is committed to equal opportunities for all staff and applicants.
2. It is our policy that all employment decisions are based on merit and the legitimate business needs of the organization. The Employer does not discriminate on the basis of race, colour or nationality, ethnic or origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales (referred to as Protected Characteristics)
3. Our intention is to enable all our staff to work in an environment which allows them to fulfill their potential without fear of discrimination, harassment, or victimization. BJH CONTRACTS UK LTD commitment to equal opportunities extends to all aspects of the working relationship including:
 - * recruitment and selection procedures.
 - terms of employment, including pay, conditions, and benefits.
 - training appraisals, career development and promotion.
 - Work practices, conduct issues, location of tasks, discipline & grievances, work related social events, and termination of employment, including references.
4. This policy is intended to help the Employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of all staff in respect of equal opportunities and discrimination.
5. The principles of non-discrimination and equal opportunities also apply to the way in which staff treat visitors, clients, customers, suppliers, and former staff members.
6. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer, in its absolute discretion.
7. Achieving an equal opportunities workplace is a collective task shared between the Employer and all its staff. This policy and the rules contained in it therefore apply to all staff of the Employer irrespective of seniority, tenure and working hours, including all employees, directors, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed term staff and any volunteers (referred as staff).
8. All staff have personal responsibility to ensure compliance with this policy, to always treat colleagues with dignity and not to discriminate against or harass other members of staff, visitors, customers or suppliers. In addition, Staff who take part in management, recruitment, selection, promotion, training, and other aspects of career development have special responsibility for leading by example and ensuring compliance.
9. Managers must take all necessary steps to:
 - Promote the objective of equal opportunities and the values set out in this policy. Ensure that their own behaviour and those of the staff they manage complies in full with this policy. Ensure that any complaints of discrimination, victimization or harassment are dealt with appropriately and are not disregarded.

What is discrimination?

10. Discrimination occurs in different ways, some more obvious than others. Discrimination on the grounds of any of the protected characteristics is prohibited by law, even if unintentional, unless a particular exception applies.

11. Direct discrimination is less favourable treatment because of one of the protected characteristics. Examples would include refusing a woman a job as a chauffeur because you believe that women are not good drivers or restricting recruitment to persons under 40 because you want to have a young and dynamic workforce.

12. Direct discrimination can arise in some cases even though the person does not actually possess the protected Characteristics but is perceived to have it or associates with other people how do, for example, when a person is less favourably treated because they are (wrongly) believed to be homosexual or because they have a spouse who is Muslim.

Indirect discrimination

13. Indirect discrimination arises when an employer applies an apparently neutral provision, criterion or practice which in fact puts individuals with a particular protected Characteristic at a disadvantage, statistically and this is unjustified. To show discrimination the individual complaining also has to be personally disadvantaged. An example would be a requirement for job candidates to have ten years experience in a particular role, since this would be harder for young people to satisfy. This kind of discrimination is unlawful unless it is a proportionate means of achieving a legitimate aim.

14. Victimization means treating a person less favourably because they have made a complaint of discrimination or have provided information in connection with a complaint or because they might do one of these things.

16. Harassment is unwanted conduct which is related to a protected characteristic and which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them, or, unwanted conduct which is of a sexual nature and which has the purpose or effect of violating a person's dignity, or, less favourable treatment because of the rejection.

17. Harassment may include:

Use of insults or slurs, verbal abuse, offensive or stereotyping jokes or remarks.

Physical, threatening or intimidating behaviour.

Mocking, mimicking or belittling a person's disability, appearance, accent or other personal Characteristics.

Comments about body parts or sexual preference.

18. Other important issues to note about harassment

Behaviour that has continued for a long period without complaint

Disabled persons

19. This could be direct or indirect discrimination and is any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

20. Any staff member who considers that they may have a disability is strongly encouraged to speak to their immediate Manager, particularly if they experience difficulties at work because of their disability so that any reasonable adjustments to help overcome or minimise difficulties can be discussed.

Making employment decisions fairly

21. The employer will recruit employees and make other employment decisions concerning promotion, training, dismissal, and related issues on the basis of objective criteria.

Recruitment

22. Managers involved in recruitment must, specify only recruitment criteria that are relevant to the job, reflect genuine business needs and are proportionate. More than one person should be involved in shortlisting of applicants wherever practicable.

Ensure that vacancies are advertised to a diverse audience and try to avoid informal recruitment methods that exclude fair competition.

Who is responsible for Equal Opportunities?

23. Achieving an equal opportunities workplace is a collective task shared between the Employer and all its staff. All staff have personal responsibility to ensure compliance with this policy, to always treat colleagues with dignity and not to discriminate against or harass other members of staff, visitors, clients, customers, and suppliers.

Managers must take all necessary steps to, promote the objective of equal opportunities and the values set out in this policy, ensure that their own behaviour and those of the staff they manage comply in full with this policy.

Ensure that complaints of discrimination, victimization or harassment are dealt with appropriately.

Non-compliance with equal opportunities

24. Any breach of equal opportunities rules or failure to comply with this policy will be taken seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.

Staff should note that:

25. In some cases, they may be personally liable for their acts of discrimination and that legal action may be taken against them directly by the victim. It may also be a criminal offence intentionally to harass another employee.

Review of this policy

26. BJH CONTRACTS UK LTD encourages staff to comment on this policy and suggest ways in which it might be improved or ask any questions if they are unsure about any part of this policy.