

EQUAL OPPORTUNITIES POLICY & PROCEDURE

1.0 INTRODUCTION

Bee Lighting is committed to eliminating discrimination and encouraging diversity amongst its workforce. Our aim is that all staff members will be truly representative of all sections of society and that each employee feels respected and able to give their best. At all times the provisions contained in The Equality Act 2010 will be adhered to.

1.1 To that end, the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate, either directly or indirectly, on the grounds of the following protected characteristics:

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

1.2 The organisation opposes all forms of unlawful and unfair discrimination. It is important for all members of staff are aware of the different types of discrimination as follows:

Direct Discrimination

Covers all listed in section 1.1. Someone is treated less favorably than another person because of a protected characteristic (PC)

Associative Discrimination

Covers race, religion or belief, sexual orientation, age, disability, gender reassignment and sex. It is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perceptive Discrimination

Covers age, race, religion or belief, sexual orientation, disability, gender reassignment and sex. It is direct discrimination against an individual because others think they possess a particular protected characteristic (even if the person does not actually possess that characteristic).

Indirect Discrimination

Covers age, race, religion or belief, sex, sexual orientation and marriage and civil partnership, disability and gender reassignment.

Can occur when a condition, rule, policy or practice in the organisation applies to everyone but particularly disadvantages people who share a protected characteristic.

Harassment

Covers age, disability, gender reassignment, race, religion or belief, sex and sexual orientation. Can occur through unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Third party harassment

Covers age, disability, gender reassignment, race, religion or belief and sexual orientation.

Can make an employer potentially liable for harassment of its employees by third parties who are not employees of the company (such as customers or clients).

Victimisation

Occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.

- 1.3** All employees will be treated fairly and with respect. Selection for employment, promotion, training or any benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the all staff members will be fully utilised to maximise the efficiency of the company.

2.0 SCOPE

This policy is applicable to all staff employed by Bee Lighting. In addition, this policy is also applicable to temporary staff employed through the auspices of a recruitment agency.

- 2.1** Employees of the organisation must be aware of the provisions made in section 1.2 (Third Party Harassment) and report any incidents immediately to HR.
- 2.2** The term "organisation" will be referred to throughout this policy and therefore relates to the company as stated in point 2.0.

3.0 OUR COMMITMENT

Bee Lighting is committed to the achievement of equal opportunities. We recognise and accept our responsibilities within the constraints of employment legislation and believe discrimination and victimisation, either direct or indirect, are unacceptable.

- 3.1 This policy has a number of aims:**

To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Training, development and progression opportunities are available to all staff.

Equality in the workplace is good management practice and makes sound business sense.

The organisation will continually review all employment practices and procedures to ensure fairness.

Breaches of this equal opportunity policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by senior management

The policy will be monitored and reviewed annually.

4.0 RESPONSIBILITY

All employees, whatever their position within the company, have responsibility for ensuring adherence to the principles of this policy.

4.1 Managers are responsible for ensuring that this policy is implemented in their areas of responsibility and ensuring appropriate support.

4.2 People not employed by Bee Lighting, but who play a part in its activities, for example visitors, clients, contractors and suppliers of goods and services will be made aware of the organisation's expectation that they will operate within the scope of this policy.

5.0 IMPLEMENTATION OF POLICY

The implementation of this policy will support the following operational areas:

5.1 Recruitment and Selection

The organisation's Recruitment and process activities will promote and adhere to the principles of Equal Opportunities. Selection criteria, such as Job Descriptions, Person Specifications and Advertisements, will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds.

All managers involved in the recruitment and selection process will be made aware of their responsibilities regarding equal opportunities.

Learning and Development

Through training and development, the organisation aims to:

Eliminate actual or potential inequality and make available opportunities to staff to develop skills relevant to their jobs and career development.

Provide specific guidance as appropriate to members of staff involved in recruitment and selection, disciplinary matters, grievance handling and employee development.

Ensure that all training is consistent with this policy and uses non discriminatory language.

Explore all learning and development activities that are requested by staff.

Promotion

The promotion potential of all employees will be non-discriminatory, and no assumptions will be made that members of a particular group are unsuitable. Promotion will be made with accordance to an objective selection criterion.

Employment Policies, Procedures and Conditions

Systematic review and monitoring of all existing practices and conditions of service will take place to ensure barriers are removed in terms of the development of equality of opportunity. A consistent approach in the development and application of policies, conditions and procedures will try to ensure that discrimination does not occur.

Personnel Records

In order to ensure the effective operation of this equal opportunity policy, and for no other purpose, a record may be kept of all employees and job applicants' gender, racial origins and disability. Access to this information will be strictly restricted.

Complaints, Grievances, Discipline & Harassment

Any breaches of this policy are a disciplinary offence and will be dealt with under the organisation's Disciplinary Policy. Grievances will be dealt under the specific Grievance Policy.

6.0 MONITORING AND REVIEW

Monitoring is essential to the effective implementation of this policy to ensure ongoing compliance and fairness. This will be carried out by HR.

7.0 POLICY COMMUNICATION

This policy will be communicated widely and effectively throughout the organisation.