

DIGNITY AT WORK

A handwritten signature in black ink, appearing to read 'Ian Storer', written in a cursive style.

Ian Storer
Director

July 2011

COREPEOPLE RECRUITMENT LIMITED

DIGNITY AT WORK

Section	Subject
1	Equal Opportunities Statement
2	Equal Opportunities Policy
2.1	Introduction
2.2	Equal Opportunities Policy
2.3	Implementing Equality of Opportunity
2.4	What is Discrimination
3	Policy on the Prevention of Harassment
3.1	Introduction
3.2	Harassment relating to a Person's Race, Sexual Orientation or Disability
3.3	Sexual Harassment
3.4	Informal Resolution
3.5	Formal Complaints Procedure

1. Equal Opportunities Statement

Corepeople Recruitment is committed to ensuring the dignity at work of employees and candidates. Our policy is to ensure that no person involved or associated with Corepeople receives less favourable treatment on the grounds of nationality, religion, racial or ethnic origin, language or culture, disability (including limitations to physical access or resources), marital status, responsibility of dependants, age, gender, pregnancy/nursing mother or person on maternity leave, gender identity, sexual orientation or preference, ability in literacy/numeracy, technical knowledge or skill, lack of ability or insufficient formal qualifications, being an ex-offender, trade union membership, unemployment, contract worker or for any other identifiable discriminatory cause.

We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with Corepeople which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self respect for them or respect for them from others. However, we also believe in order and social discipline both in society and in our organisation. We hold the right to request a standard of dress appropriate with circumstance and safety at work.

We are committed to the fulfilment of all agreements, regulations and Acts, which may have implications for business. Amongst these are:

- Human Rights Act 1998
- Equal Pay Act 1970 (Amendment) Regulations 2004
- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Amendment) Regulations 2008
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Act 1976 (Amendment) Regulations 2003
- European Equal Treatment Directive (76/207/EEC)
- Copyright, Designs & Patents Act 1988
- Disability Discrimination Act 2005
- Protection from Harassment Act 1997
- Public Interest Disclosures Act 1998
- Data Protection Act 1998
- Working Time Regulations 2011
- Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Employment Equality (Age) (Amendment) Regulations 2008
- Employment Act 2008
- Equality Act 2010
- Agency Worker Directive and Regulations 2010
- Employment Equality (Repeal of Retirement Age Provisions) Regulations 2011

The overall responsibility for its implementation rests with the Director. The day to day responsibility of the policy rests with the Finance Director. The responsibility for

compliance and for the positive attitude required to ensure success is laid upon all individuals within the organisation. All external persons connected with Corepeople are encouraged to hold the same responsibility and commitment.

To protect staff and candidates alike, there are procedures to ensure that each person has a redress against harassment and bullying at work. There are procedures for redress of complaint and a complaint book will be kept centrally for staff, this will be regularly reviewed and the causes of complaints analysed to prevent reoccurrence. Health and Safety at work will be paramount.

These procedures are listed below:

- Advice and guidance for redress against bullying and harassment
- Advice and guidance on making complaints and re-dressing grievances
- The right to have a colleague or TU representative present during disciplinary or grievance hearings
- The right to join a trade union
- Access to Personal data
- Procedure for staff recruitment, selection, promotion, training, redundancy and retirement or dismissal
- Restrictions on the use of the Internet and Email
- Advice and guidance on the display of potentially offensive material
- Advice and guidance on the design and content of training materials and sessions
- Staff and candidate dress code

There will be control of the quality and wording of advertising and publicity.

Employees and candidates are responsible for ensuring that they assist Corepeople in the implementation of this policy, by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination
- Reporting any discrimination action to Corepeople

To make the policy work requires much more than this formal system. The policy will help to create the necessary conditions for success but it is for each employee to make his/her own contribution. The consistent application and effectiveness of the policy will be regularly reviewed.

Should any member of staff or candidate feel that they have been treated in any respect in breach of the spirit or intention of this policy, they should bring it to the attention of the Director or the Finance Director.

2. Equal Opportunities Policy

2.1 Introduction

Corepeople endeavours to be an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status, age, disability or sexual orientation.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following policy as a means of helping to achieve these aims.

2.2 Equal Opportunities Policy

Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us.

Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

Person and job specifications will be limited to those requirements, which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

In accordance with recommended practice the ethnic and gender composition of our staff may be monitored on an anonymous basis at all levels.

Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.

Working patterns will be reviewed so as to enable flexible working for staff with child care or dependant carer responsibilities where possible. Where necessary special provision will be made for training for staff returning to work following a break for domestic reasons.

All staff have a right to equality and opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter.

Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance/complaints procedure.

2.3 Implementing Equality of Opportunity

To ensure that the Equal Opportunity Policy is effective, Corepeople will:

- Allocate responsibility for the implementation of the policy to a Divisional Director.
- Make the policy known to all employees, and display it on appropriate notice boards.
- Consult with staff about procedures required to make this policy effective.
- Maintain a neutral working environment in which no worker feels under threat or intimidated because of his/her religious belief, political opinion, sex, age, race, sexual orientation or disability eg prohibit the display of emblems, posters, graffiti or the circulation of materials or the articulation of slogans or song which are likely to give offence or cause apprehension among particular groups of employees.
- Ensure that Corepeople's recruitment and selection procedures are consistent, provide equality of opportunity and are seen to be fair by all employees and job applicants. Selection will be based on ability to do the job in question.
- Ensure that opportunities for training and development are widely available and accessible.
- Ensure effective communication that reaches all staff.
- Commit itself to keep under review the operation of this Equal Opportunity Policy to take account of changing circumstances.

2.4 What is Discrimination?

Direct discrimination occurs when someone is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

Examples:

1. A woman with young children fails to obtain a job because it is feared that she might be an unreliable member of staff.
2. A Sikh applicant for a senior post is not appointed because he/she might not 'fit in' with the existing (all white) team.
3. A person is subjected to sexual innuendo or other offensive conduct of a sexual nature at work.

Indirect discrimination occurs where the individual's employment is subject to an unjustified condition which one sex or race/nationality finds more difficult to meet although on the face of it the condition or requirement is neutral.

Examples:

1. A requirement for GCSE English as a selection criterion. This would have a disproportionately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.
2. Full time work – this would have a disproportionately impact on women with small children as they are generally accepted as taking the primary child care role. It may not be justified if business needs can still be met by more flexible working arrangements.

Disability discrimination occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with his/her disability unless the discrimination cannot be avoided by making reasonable adjustments.

Example:

1. A requirement for staff to hold a valid driving licence for a job which involves little travelling.
2. Failure to recruit a wheelchair user without first considering whether the working arrangements or premises can reasonably be adapted to their needs.

Victimisation occurs where an individual is treated less favourably than colleagues are because he/she has taken action to assert their statutory rights or assisted a colleague with information in that regard.

3. Policy on the Prevention of Harassment

NB: Corepeople's policy on harassment relating to sex, race, age, sexual orientation, religion, marital status and disability does not form part of any employee's contract of employment.

3.1 Introduction

Corepeople as an employer is committed to providing a work environment for its employees, which is free from embarrassment, intimidation, threats, discrimination or harassment. Harassment relating to a person's sex, race, age, sexual orientation or disability will not be tolerated under any circumstances. Corepeople will do all that is reasonably possible to prevent such harassment occurring and will take all necessary steps to ensure this policy is implemented effectively.

Corepeople recognises that harassment can amount to gross misconduct and such misconduct will be dealt with under Corepeople's disciplinary policy and may lead to summary dismissal. Less serious infringements may lead to a lesser sanction such as a warning.

All employees have a role to play in creating a work climate free from harassment. Employees should be aware and sensitive towards harassment at work, ensuring that standards of conduct for themselves and their colleagues do not cause offence.

Corepeople expects all Managers to ensure that this policy and procedure are communicated to employees in the work areas for which they are responsible. Managers should remind employees that they have a duty to treat their colleagues with respect and dignity at all times. Managers should treat all complaints in confidence.

Any complaints of harassment should be made to HR in writing. The matter will be dealt with in a discreet and confidential manner and appropriate action taken.

Behaviour is classed as harassment where it is unwanted and seen by its victim as threatening, humiliating, offensive or insulting.

3.2 Harassment Relating to a Person's Race, Age, Sexual Orientation or Disability etc

This kind of harassment can take many forms. It is generally considered to be behaviour which, is offensive, embarrassing, insulting or intimidating to the victim and relates to a person's race, religion, ethnic origin, sexual orientation, age, marital status or disability. It may include an unwanted non-verbal, verbal or physical abuse which is derogatory about a person's race, sexual orientation, age or disability and is potentially offensive.

Examples of this kind of harassment include, but are not limited to:

- Offensive and insensitive quips and jokes which are related to a person's disability.
- Sexual orientation, race, age, religion or ethnic origin.
- The deliberate exclusion and isolation of an individual.
- Threatening or insulting words or behaviour.
- The display of abusive writing or pictures.

3.3 Sexual Harassment

Sexual harassment primarily and generally consists of unwanted conduct of a sexual nature. It will include verbal, non-verbal or physical conduct of a sexual nature, which the harasser knew (or should have known) would cause offence to the victim. Such conduct may include, but is not limited to:

- Unwanted physical conduct of a sexual nature (intimate physical contact, sexual assault).
- Inappropriate, suggestive or uninvited comments; (comment on the way someone looks; questions about someone's sex life).
- Displays of sexual or sexually aggressive literature and pictures.
- Unwelcome sexual propositions or repeated unwelcome invitations; (eg request for sexual favours).
- Lewd comments on insensitive jokes.

3.4 Informal Resolution

Employees who are victims of minor harassment are advised if possible to explain clearly to their harasser that the behaviour is unacceptable to them, that it is offensive/makes them feel uncomfortable/interferes with their work (whichever is appropriate) and must stop.

3.5 Formal Complaints Procedure

In the event that informal resolution of the matter is unsuccessful or considered inappropriate in the circumstances, employees are advised to bring a formal complaint of harassment to their Divisional Manager or alternatively HR.

Any complaint will be investigated promptly, impartially and, so far as practicable, confidentially by the appropriate Divisional Manager. The complainant will be asked to provide the following details:

- The nature of the harassment.
- The dates and times the harassment occurred
- The name of the alleged harasser
- The names of any witnesses
- Any actions taken by the complainant to resolve the matter informally.

In cases where serious harassment is alleged action will be taken to separate the complainant and the alleged harasser where possible. This may involve the suspension of one or both parties with pay until the complaint has been resolved.

The Divisional Director dealing with the complaint will handle it with sensitivity and will carry out a thorough investigation as quickly as possible, maintaining confidentiality at all times and respecting the rights of both the complainant and the alleged harasser. The Divisional Director will be totally independent from the allegation and will be objective at all times.

All employees involved in the investigation are expected to respect the need for confidentiality. Failure to do so will be considered a disciplinary offence. The complainant will be told how long the investigation is likely to last and the alleged harasser will receive full details of the alleged offence in order to put forward his/her views in response.

Copies of any statements made by witnesses will be made available to the complainant and the alleged harasser. Witnesses will be encouraged to be present at any hearings where this will not cause them distress. Where they do not wish to attend the Divisional Director will, if necessary, adjourn the hearing to ask any supplementary questions of witnesses in private.

The alleged harasser and the complainant may be accompanied and represented by a work colleague or trade union representative of their choice.

The severity of the penalty imposed upon an employee guilty of harassment will be consistent with those detailed in the disciplinary procedure, ie gross sexual harassment will normally result in summary dismissal. Where a lesser penalty is appropriate eg a written warning, further action may be required to ensure that the victim is able to continue working without embarrassment or anxiety. No element of penalty will attach to the complainant where the complaint is upheld. The result of the action, will, however, remain confidential between the harasser and Corepeople.

Where a complaint is upheld, and it is determined that it is necessary to relocate or transfer one party, consideration should be given to allow the complainant to choose whether he/she wishes to remain in post or to transfer to another department/location (subject to practical limitations).

It is fully expected that all employees will act responsibly regarding the issue. An employee who brings a complaint of sexual or racial harassment will not be victimised for having brought the complaint. However, false accusations of harassment can have a serious effect on innocent individuals. Therefore, should investigation show that a false accusation has been made in bad faith (eg spite), appropriate disciplinary action will follow.

An employee who receives a warning or is dismissed for harassment may appeal against the penalty in accordance with Corepeople's appeals procedure.

Where the complaint is not upheld because the evidence is regarded as inconclusive, consideration will be given to transfer or reschedule the work of one of the employees concerned rather than requiring them to work together against the wishes of either party where this is practicable.