

## 1. BACKGROUND

Spliceteq South Communications Ltd (hereinafter in this document referred to as the Company) is an Equal Opportunities Employer. The Company is committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex (including gender reassignment), sexual orientation, age, marital status or disability.

The Company's aim to ensure that its entire staff achieves their potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. The Company has adopted the following Policy as a means of helping to achieve these aims.

Every member of staff will have a copy of the Equal Opportunities Policy within their Employees Handbook, further copies are available from the Office Manager.

## 2. WHAT IS DISCRIMINATION

### 2.1 Direct discrimination

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

#### Examples of direct discrimination:

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

### 2.2 Indirect discrimination

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

#### Examples of indirect discrimination:

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

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**2.3 Disability discrimination**

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

**Examples of disability discrimination:**

- (a) A requirement for staff to hold a valid driving licence for a job that involves no travelling.
- (b) Failure to recruit a wheel chair bound member of staff without first considering whether the working arrangements or premises can reasonably be adapted to their needs.

**2.4 Victimisation**

Victimisation occurs where an individual is treated less favorably than his or her colleagues because he or she has taken action to assert their statutory rights or assists a colleague with information in that regard.

The Company is committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

**3. IMPLEMENTING EQUALITY OF OPPORTUNITY**

- 3.1 Recruitment and employment decisions will be made on the basis of fair and objective criteria. The Company's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- 3.2 Person and job specifications shall 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 and stated in the job specification.
- 3.3 In accordance with recommended practice, the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels.
- 3.4 Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.
- 3.5 Working patterns will be reviewed so as to enable the Company to offer flexible working to staff with childcare responsibilities wherever possible. Where necessary, special provision will be made for training those staff returning to work following a break for domestic reasons.
- 3.6 Consideration will be given to developing action programmes to promote equality of opportunity. This will include where appropriate a programme of positive action to encourage the development of those who are comparatively underrepresented in certain positions so that they can benefit from employment opportunities on equal terms.

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- 3.7** All staff have a right to equality of opportunity and a duty to implement this Policy. Breach of the Equal Opportunities 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 Company's' Grievance Procedure.

**Paul Parkinson**

*Paul Parkinson*

**CEO**

**21/06/2024**

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