

# THAMESIDE ROOFING LIMITED

SPECIALIST INSTALLER OF HIGH PERFORMANCE SYSTEMS

## **EQUAL OPPORTUNITIES/RACE RELATIONS/SEX DISCRIMINATION 2023 - 2024**

### **PURPOSE OF THIS DOCUMENT**

1. To establish firmly Thameside Roofing Limited commitment towards equal opportunities both for existing employees and in recruitment of new employees.
2. To act as a training document for all employees engaged in the employment, training and supervision of staff in order that they recognise by the Company's legal obligations and that they understand the management's commitment to equal opportunity within the Company.
3. To make it clear to all employees that the ultimate authority and responsibility for this policy rests with the Managing Director. This policy sets out the framework for recruitment, promotion and training of staff with regard to equal opportunity and race relations for the Company.
4. To take specific reference to the following Acts for guidance:
  - Sex Discrimination Act 1975.
  - Race Relations Act 1976.
  - The Equal Pay Act 1970.
  - Equalities Act 2010
  - The Disability Discrimination Act 1995.
  - Employment Equality (Sexual Orientation) Regulations 2003.
  - Employment Equality (Religion or Belief) Regulations 2003.

### **STATEMENT OF COMPANY POLICY/COMMITMENT TO THIS POLICY**

It is the policy of Thameside Roofing Limited that no job applicant or employee shall receive less favourable treatment or consideration than any other because of their sex, race, colour, nationality, ethnic or national origins, marital status, sexual preference, age, disability, trade union activity or political or religious beliefs.

We ensure commitment to this statement by not being favourable to any specific group. We ensure all applications are evaluated on merit by the company directors and taking into account the applicants experience only.

Selection procedures and criteria will be kept under review to ensure that individuals are selected, trained, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equality of opportunity within the Company and be encouraged to progress within the organisation.

The Company is committed to a programme of action to make this policy effective and is an equal opportunity employer.

## **THE POLICY IN PRACTICE**

### 1. Recruitment

All employees should be recruited on a fair and non-discriminatory basis. In order to achieve this aim all personnel involved in the recruitment process should follow the following guidelines.

- a. 'Word of mouth' recruitment (i.e. "do you know someone who wants a job?") must not be practised. As well as being unlawful this does not give the Company access to the largest pool of available talent.
- b. Employment vacancy advertising should be carried out using the widest range of available media, newspapers, job centre, careers offices and other appropriate areas.
- c. Advertisements should state that we are "an equal opportunity employer" and nothing in the format of the advertisement should limit the applicants in a discriminatory fashion. "Applications should wear shorts skirts and blonde" are not acceptable criteria. Advertisements should, however, be to the point about qualifications and experience required by the Company from an applicant.

### 2. Selection

The Company will select employees strictly on their ability to do the job required.

In order to achieve this selection, interviews should be carried out to award the job to the candidate most suited by virtue of objective criteria, the person's ability, relevant experience and potential contribution to the Company.

Wherever possible interviews should be carried out by more than one person to ensure that potential bias or discrimination is eliminated.

If tests are used in the selection process they should be relevant to the vacancy and not biased in favour of any group.

### 3. Promotion

Promotion with the Company will be based on merit alone.

Promotion procedure should be carried out in a non-discriminatory fashion. The decision to promote should be based purely on the ability of the employee to do the job,

on the employee's ability, training, aptitude and experience. Recommendations for promotion from less senior members of staff should be questioned with regard to the above criteria and alternative candidates considered.

#### 4. Transfer

In the event that is deemed necessary to transfer employees, that transfer should be on a fair and non-discriminatory basis. In order to achieve this:

- a. Employees that complain of discrimination should not automatically be transferred as a quick solution. Allegations of discrimination should be investigated within the usual grievance procedures laid down in the Company "Guide To Employees" and with reference to Section 7 of this policy.
- b. Any transfer of staff should be bear in mind the policy of equality of opportunity and the ethnic of transferred staff should be monitored.

#### 5. Training

Any employee that is involved in the control of other employees, particularly those involved with recruitment, selection, training, promotion and transfers, should be aware of the Company policy and how to carry it out in a positive manner.

Training of employees will enable them to comply with the relevant legislation and to achieve the aim of equal opportunity for all within.

#### 6. Monitoring and Positive Action

The mix of employees within the Company and the mix within grades of employment should be monitored by the manager relevant to that area of the Company's activity. If it is found that an imbalance of groups exists then positive action to encourage a more representative mix should be taken. These could include, but are not limited to, advertising jobs in areas targeted to make minorities aware of opportunities within the Company or encouraging suitable employees to realise their potential for promotion or further training.

#### 7. Grievance, Disciplinary and Disputes Procedures

Complaints of discrimination must not be treated lightly or ignored. It is too easy to dismiss these allegations as the result of over sensitivity on their part of the employee. Allegations should be thoroughly investigated by the departmental head and another manager not involved directly with the employee(s) concerned. A report of the investigation of any such complaint must be submitted to the Managing Director.

The offence of racial discrimination, including racial harassment, verbal abuse or physical violence will be deemed to be gross misconduct and the offending employee dealt with under the procedures as laid out in the Guide to Employees.

#### 8. Victimisation

All employees should be aware that is unlawful to victimised any individual who has pursued a case, complaints or allegations of racial discrimination by:

- a. Disciplining them
- b. Dismissing them.
- c. Transferring them.
- d. Subjecting them to any other deterrent.

Signed:

*J White*

John White  
Managing Director

Dated: 04.01.2023

Review Date: 04.01.2024



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