

EQUAL OPPORTUNITIES & DIVERSITY POLICY

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Policy Statement

Enviroserve UK is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

It is the policy of Enviroserve UK to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status and/or disability.

The Company will appoint, train, develop and promote based on merit and ability alone.

Employees have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employees must not harass, bully or intimidate other employees on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. Such behaviour will be treated as potential gross misconduct under the Company's disciplinary procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

The Company has a separate anti-harassment policy which deals with these issues and sets out how complaints of this type will be dealt with.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct under the Company's disciplinary procedure. Employees should support colleagues who suffer such treatment a complaint

Sources of Recruitment

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in respect of abilities and qualifications. The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection.

Advertisements

Recruitment publicity must positively encourage applications from all suitably qualified people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, age, religion or racial company;
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial company or which would exclude disabled job applicants;
3. Avoid prescribing any requirements as to marital or civil partnership status;
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, sexual orientation, age, religion or racial company or from employees with a disability.

Selection Methods

The selection process will be carried out consistently for all jobs at all levels. The Company will ensure that this equal opportunities policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection and promotion.

The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job. With disabled job applicants, the Company will have regard to its duty to make reasonable adjustment to work provisions, criteria or practices or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Selection tests

Any selection tests which are used will be limited to questions relating to the particular job and/or career requirements. The test will measure the individuals actual or inherent ability to do or to train for the work or career. Thus, questions or exercises on matters which may be unfamiliar to applicants of a gender, sexual orientation, age, religion or racial company will not be included in the tests if they are unrelated to the requirements of the particular job. The tests which are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism.

Applications and interviewing

All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example job involving unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, disability, children and/or domestic obligations.

Staff Security Vetting Procedure

We consider that security begins with the selection and appointment of a dependable workforce, and therefore, vetting procedures are a crucial and compulsory part of making sure that the appropriate personnel are employed on client sites, in addition to being able to fulfil our operational demands. The level of vetting we apply is dependent on local and client requirements, as a minimum the following process is strictly adhered to.

- Tender of staff under TUPE legislation at the commencement of the contract.
- Applicants sourced initially either through personal recommendation of existing employees or by selective advertising in appropriate media.
- Telephone screening of external candidates, against predetermined criteria, eliminating those not suitable.
- Face to face interviews with contract supervision/management combined with a full explanation of the work involved.
- Prevention of Illegal working guidelines followed.
- Regular audits of personnel are carried out to ensure that the agreed recruitment profile is being met on an ongoing basis, and that all documentation etc. is valid.

Each member of staff is then required to provide two photographs. This ensures that we are positioned to make a visual identification of all our staff. Comprehensive records are maintained centrally for all current and expired passes.

As specified on some contracts within Enviroserve UK all staff are fully DBS vetted through uCheck prior to the offer of employment.

Training, Transfer or Promotion

The Company will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with the Company's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are

responsible. The training will also enable line managers to deal more efficiently with complaints of bullying and harassment.

All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, disability.

The Company will also provide training to all employees to help them understand their rights and responsibilities under the anti-harassment policy and what they can do to create a work environment that is free of bullying and harassment.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice. When a company of workers predominantly of one race, religion, sexual orientation or age company or a worker with a disability appears to be excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

Terms of Employment, Benefits, Facilities and Services

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, disability.

Equal Pay

The Company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Grievances and Complaints

All allegations of discrimination will be dealt with seriously, confidentiality and speedily. The Company will not ignore or treat lightly grievances or complaints about unlawful discrimination from members of a particular race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation or age or from employees who have undergone gender reassignment, are married, have entered into a civil partnership or have a disability. Such complaints should be raised promptly under the terms of the Company's grievance procedure. If the complaint involves bullying or harassment, the grievance procedure is modified as set out in the anti-harassment policy.

Employees will not be penalised for raising a grievance, even if it is not upheld, unless the complaint was both untrue and made in bad faith.

Monitoring Equal Opportunity

The Company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its standard working practices. If changes are required, the Company will implement them.

The Company will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Behaviour and Conduct

The Company has strict quality standards to focus the attention of everybody in ENVIROSERVE UK on the requirement of quality, within an environment of job satisfaction and enjoyment.

These standards can only be achieved by every employee understanding our objectives and striving to achieve them with enthusiasm and integrity. Our Good Conduct Code contains standards of conduct expected from all members of staff.

Diversity

It is our policy is to treat job applicants and employees in the same way regardless of their gender, sexual orientation or status, age, race, marital status, ethnic origin, religion or disability. It is further our policy that all employees should be treated and should treat each other with dignity and respect. This includes our dealings with our customers.

You can expect to have a workplace free from harassment, bullying, discrimination, violence, intimidation or offensive language or material, either directly or indirectly. You are therefore required to conduct yourself appropriately whilst at work.

You should behave with civility towards fellow employees, and no rudeness will be permitted towards customers or members of the public. Objectionable or insulting behaviour or bad language will not be tolerated.

DIVERSITY POLICY

1. The Company is committed to developing, maintaining and supporting a Policy of diversity through equal opportunities in employment and recognises that discrimination is unacceptable.
2. The Company recognises its social, moral and statutory duty not to discriminate against any individual (or company), but to treat them in a way that is fair, equitable and consistent with their skills and abilities.
3. The Company will not discriminate on grounds of gender, marital status, ethnic origin, colour, race, religious belief, disability, sexual orientation, age, trade union non/membership or other grounds of discrimination not prohibited by legislation such as parental status, political belief, social or economic class etc. All employees will be treated equitably and will not be placed at a disadvantage by any criteria that cannot be shown to be justified.

4. Whilst the emphasis of the Policy is on the fair and equal treatment of employees, the principle of creating an environment which eliminates discrimination applies equally to the treatment of potential employees, clients, suppliers and other people who have contact with the Company.

5. The Company attaches great importance to the needs of people with disabilities. The Equality Act 2010 states that a person who is disabled is someone with a physical or mental impairment that has a substantial and long term effect on their ability to carry out normal day to day activities. To comply with statutory obligations the Company will make every effort to make reasonable adjustments to maintain the services of an employee who becomes disabled.

6. All employees of the Company must comply with the Policy. They should not discriminate in their day-to-day activities or induce others to do so, not victimise, harass or intimidate other employees or groups and not treat anyone in a way they would not want to be treated themselves. If an employee becomes aware of any discriminatory practice, they must inform a manager straight away.

7. Any breach of the Diversity Policy will be dealt with through the Company's Disciplinary Policy. Serious offences, such as harassment, will be treated as gross misconduct and may result in dismissal.

Signed: 

Name: Neil Stephens

Position: Managing Director

Date: January 2024