

Policy On Equal Opportunities

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Contents

Section 1	Racial Equality Policy	Pages 3 - 4
Section 2	Sexual Equality Policy	Pages 5 - 6
Section 3	Disability Equality Policy	Page 7
Section 4	Age Equality Policy	Page 8
Appendix 1	Anti-Harassment Policy	Pages 9 - 10
Appendix 2	Maternity Rights	Page 11
Appendix 3	Equality in Recruitment	Page 12
Appendix 4	Ethical Supply Chain	Pages 13 - 14

Racial Equality Policy

Appleton Woods is committed to building an organisation that makes full use of the talents, skills, experience and different cultural perspectives available in a multi-ethnic society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins.

Appleton Woods will follow the recommendations of the CRE's statutory *Code of Practice on Racial Equality in Employment* in all its employment policies, procedures and practices.

The aims of this policy are to ensure that:

- No one receives less favourable treatment, on the grounds of race, colour nationality, or ethnic or national origins, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on non-racial grounds, or victimised for taking action against racial discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on racial grounds;
- The company is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment;
- Opportunities for employment, training and promotion are equally open to candidates from all racial groups; and
- Selection for employment, promotion, transfer and training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure it is achieving its ends.

- The policy will be a priority for the company
- Sue Morgan, Customers Services Manager, will be responsible for the day-to-day operation of the policy
- The policy will be communicated to all workers and job applicants, and will be available to prospective customers.
- Workers will be consulted regularly about the policy, and about related action plans and strategies
- All workers will be trained on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the company.
- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, condition, and criteria can have on some racial groups, and the importance of being able to justify decisions to apply them.

- Complaints about racial discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer and training will be advertised internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality or ethnic or national origins.
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the company.
- Selection criteria will be entirely related to the job or training opportunity.
- Information of the ethnic and racial backgrounds of workers and applicants for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity and prevent unlawful racial discrimination.
- If the data shows that people from a particular racial group are under-represented in particular areas of work, lawful positive action, training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by racial group.
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate unlawfully on racial grounds.
- All contracts between Appleton Woods and contractors to supply goods, materials or services will include a clause prohibiting unlawful racial discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
- The effectiveness of the policy will be monitored regularly.
- Customers will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality or ethnic or national origins.

This policy has been endorsed by Chris Brown, Managing Director, and has the full support of the management and board.

This policy was approved following consultation with all staff.

Overall responsibility for the effectiveness of this policy lies with Chris Brown, Managing Director.

All staff are responsible for familiarising themselves with this policy. Managers must also make sure their workers know about, and follow the policy.

For further information contact Sue Morgan, Customer Services Manager

Sexual Equality Policy

Appleton Woods is committed to building an organisation that makes full use of the talents, skills, experience and different perspectives of employees and prospective employees, and where people feel they are respected and valued, and can achieve their potential regardless of sex, marital status or sexual orientation.

The aims of this policy are to ensure that:

- No one receives less favourable treatment, on the grounds of sex, marital status or sexual orientation, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices, or victimised for taking action against discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on sexual grounds;
- The company is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive or humiliating environment;
- Opportunities for employment, training and promotion are equally open to candidates regardless of sex, marital status or sexual orientation;
- Selection for employment, promotion, transfer and training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit;
- All employees are paid the same for doing equal work and that the same conditions of service apply

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure it is achieving its ends.

- The policy will be a priority for the company
- Sue Morgan, Customers Services Manager, will be responsible for the day-to-day operation of the policy
- The policy will be communicated to all workers and job applicants, and will be available to prospective customers.
- Workers will be consulted regularly about the policy, and about related action plans and strategies
- All workers will be trained on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the company.
- Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, condition, and criteria can have, and the importance of being able to justify decisions to apply them.

- Complaints about sexual discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer and training will be advertised internally and externally, and all applicants will be welcomed, irrespective of sex, marital status or sexual orientation.
- All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the company.
- Selection criteria will be entirely related to the job or training opportunity.
- Information on the sex & marital status of workers and applicants for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity and prevent unlawful discrimination.
- If the data shows that people from a sex or marital status are under-represented in particular areas of work, lawful positive action, training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored.
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate unlawfully.
- All contracts between Appleton Woods and contractors to supply goods, materials or services will include a clause prohibiting unlawful sexual discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
- The effectiveness of the policy will be monitored regularly.
- Customers will be made aware of the policy, and of their right to fair and equal treatment.

This policy has been endorsed by Chris Brown, Managing Director, and has the full support of the management and board.

This policy was approved following consultation with all staff.

Overall responsibility for the effectiveness of this policy lies with Chris Brown, Managing Director.

All staff are responsible for familiarising themselves with this policy. Managers must also make sure their workers know about, and follow the policy.

For further information contact Sue Morgan, Customer Services Manager

Disability Equality Policy

Appleton Woods is committed to building an organisation that makes full use of the talents, skills, and experience and to meet our duties under the Disability Discrimination Act.

The aims of this policy are to ensure that no one is discriminated against or treated less favourably due to a disability or long-term health condition:

- In the recruitment process;
- In their terms and conditions of employment;
- In chances for promotion, transfer, training or other benefits;
- By dismissing them
- By treating them less fairly than other workers

We will take the following reasonable adjustments for disabled job applicants or staff when a policy, practice or something about the premises places a disabled person at a substantial disadvantage.

Some examples of reasonable adjustments are given below:

- Altering a persons working hours where operational requirements allow;
- Allowing absences during working hours for medical treatment;
- Giving additional training;
- Getting special equipment or modifying existing equipment;
- Providing additional supervision or support;
- Making adjustments to premises where practical;

Reasonable adjustments will be made using the following criteria:

- How effective the adjustment is in preventing the disadvantage
- How practical is it to make
- The financial costs and the extent of any disruption

This policy also applies to current employees who become disabled or are diagnosed with a long term health condition.

This policy has been endorsed by Chris Brown, Managing Director, and has the full support of the management and board.

This policy was approved following consultation with all staff.

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For further information contact Sue Morgan, Customer Services Manager

Age Equality Policy

Appleton Woods is committed to building an organisation that makes full use of the talents, skills, and experience of all its employees and potential employees and to eliminating age discrimination. We will create the right conditions for our employees of all ages to develop and contribute to the planning and implementation processes within the company and do all we can to promote inclusion for people of all ages.

The aims of this policy are to ensure that no one is discriminated against or treated less favourably due to a their age:

- In the recruitment process;
- In their terms and conditions of employment;
- In chances for promotion, transfer, training or other benefits;
- By dismissing them;
- By treating them less fairly than other workers.

Requests from employees over the age of 65 to work past normal retirement age will be considered seriously and discussed with the employee.

This policy has been endorsed by Chris Brown, Managing Director, and has the full support of the management and board.

This policy was approved following consultation with all staff.

Overall responsibility for the effectiveness of this policy lies with Chris Brown, Managing Director.

All staff are responsible for familiarising themselves with this policy. Managers must also make sure their workers know about, and follow the policy.

For further information contact Sue Morgan, Customer Services Manager

Appendix 1. **Anti-Harassment Policy**

As part of its equal opportunities policy, the company is committed to promoting a harmonious working environment, where every worker is treated with respect and dignity. No one should feel threatened, intimidated or degraded on grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexual orientation, disability, physical characteristics, health, age, religion or belief.

The policy also covers harassment that falls outside the categories referred to above and that can be classed as bullying.

Harassment at work is unacceptable and will not be permitted or condoned. Examples might include:

- Racially derogatory remarks or insults;
- Graffiti or slogans;
- Racist 'jokes', banter, ridicule or taunts;
- Using a disparaging or offensive tone when communicating with people from certain racial groups;
- Avoiding people because of their racial group, sex, sexual orientation or religion;
- Having unrealistic expectations of performance, or imposing excessive workloads on people based on their racial group, sex or age; and
- Unnecessarily picking on individuals from particular racial groups, sex or religion.
- Unwanted physical or verbal advances
- Unwanted touching or physical gestures
- Unwelcome comments about personal appearance
- Demands of sexual favours
- Innuendoes of a sexual nature or based on a person's sex

All workers have a right to work in an environment that:

- Is free from abuse or insults;
- Is safe;
- Promotes dignity at work;
- Encourages individuals to treat each other with respect;
- Values politeness;
- Is open, fair; and
- Encourages individuals to support each other.

All workers should:

- Encourage a person who says they have been bullied or harassed to seek help, and be sensitive to their feelings; and
- Refrain from taking part in, or encouraging or condoning, gossip about cases of alleged or actual harassment or bullying.

All complaints of harassment or racial/sexual discrimination will be treated seriously and dealt with promptly through the complaints procedure.

Disciplinary action, including dismissal, may be taken against any worker found responsible for unlawful racial/sexual discrimination or harassment.

All workers must follow this policy.

Appendix 2. **Maternity Rights**

All employees are entitled to time off to keep appointments for antenatal care made on the advice of a registered medical practitioner, registered midwife or registered health visitor. Antenatal care is not restricted to medical examinations, for example it could include a relaxation classes and parentcraft classes as long as these are advised by a registered medical practitioner, registered midwife or registered health visitor.

- All time off for antenatal care will be paid at the employee's normal rate of pay;
- All employees will be given no less than 28 days notice as to when maternity leave will end.
- These rights apply regardless of the employee's length of service.

Employee's will not be subjected to unfair treatment. The right not to suffer detrimental treatment starts as soon as the company is informed of the pregnancy and lasts up to the end of ordinary or additional maternity leave. Detrimental treatment does not include dismissal or unfair selection for redundancy.

- Because the employee is pregnant;
- Has given birth to a child;
- Has taken, or sought to take, ordinary or additional maternity leave;
- Does not return to work at the end of her leave in circumstances where she has not been given sufficient or no notice of when the leave should end; or
- Has been suspended from work for health and safety reasons connected with her pregnancy
- These rights apply regardless of the employee's length of service.

Employee's will not be dismissed or selected for redundancy in preference to other comparable employees, for reasons connected with:

- Pregnancy & childbirth;
- Maternity suspension on health & safety grounds;
- Taking, or seeking to take, ordinary or additional maternity leave; or
- Taking or seeking to take, any of the benefits or ordinary maternity leave;
- Not returning to work at the end of maternity leave where she has not been given sufficient or no notice of when the leave should end;
- These rights apply regardless of the employee's length of service.
- Where an employee is dismissed during pregnancy or ordinary or additional maternity leave an accurate written statement of the reasons will be given.

The contract of employment continues throughout ordinary maternity leave unless either party to the contract expressly ends it or it expires. An employee continues to be employed during her ordinary maternity leave and therefore counts towards here period on continuous employment. Annual leave accrues in the same way and at the same rate as if she were at work while on ordinary maternity leave.

Paternity leave: eligible employees can take up to two weeks paid leave to care for the new baby and support the mother.

Appendix 3. **Recruitment**

Applications forms for employment within the company will be free of sex bias. No questions will be asked only of women and no questions will be asked that will lead to the less favourable treatment of any candidate.

All questions on applications forms will not suggest that factors such as sex, marital status or sexual orientation will be taken into account when appointing a candidate. Examples of questions which will not be asked:

- Marital status;
- Number/age of children;
- Husbands employment;
- Do you live with parents/relatives/partner/alone etc;
- Do you have a boyfriend
- Are you planning to get married/engaged
- Are you pregnant;
- Do you intend to start a family
- Any time off work owing to 'female ailments'.

Candidates for employment will be assessed solely on their qualifications, relevant knowledge, experience and personal qualities. Identical standards will be applied to all candidates regardless of their sex, marital status or sexual orientation.

Appendix 4. **Ethical Supply Chain**

Appleton Woods has an ethical obligation to ensure its purchasing practices and standards place priority on safety, are environmentally sound, efficient and well managed. We are committed to excellence in safety, health and environmental management.

We will seek to purchase goods and services which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons, in line with the principles of the International Labour Organisation (ILO) in respect of human rights and conditions of employment.

We will use an Environmental, Social & Ethical supply chain questionnaire that specifically questions our suppliers on these topics. All new suppliers will be required to provide this information before goods are ordered from them. We will work with suppliers to ensure they understand and adhere to our needs and business standards.

Our Policy:

We seek to purchase goods and services which:

- Do not jeopardise peoples safety in any way
- Comply in every respect to legislation regarding their impact on the environment
- Are produced and delivered under conditions that do not involve the intimidation, abuse or exploitation of others
- Are of fair price and quality
- Meet government, industry and our standards

Our Suppliers:

By agreeing to supply us our suppliers understand that they are required to accept our ethical purchasing policy, we expect our suppliers to:

- Ensure all purchasing practices comply with our policy
- Communicate its commitment to ethical purchasing practices, including training for employees
- Provide guidelines to their own suppliers
- Adopt monitoring methods
- Ensure their products and services are delivered in line with all laws & local regulations
- Deliver continuous improvements

Labour & Human Rights:

We aim to:

- Trade with suppliers who observe the U.N.'s Universal Declaration of Human Rights (U.D.H.R). Where a supplier is found to be in violation of these principals we will highlight concerns and develop solutions. If this process fails we will terminate the relationship
- Trade with suppliers who pay their employees wages and benefits that meet local industry benchmarks and national minimum requirements
- Trade with suppliers who do not discourage or prevent their employees from joining trade unions or other workers associations
- Not trade with suppliers who abuse or intimidate their employees
- Only trade with suppliers who work within the laws of their Country
- Support the elimination of child, forced and slave labour