



## **Temple Lifts Limited - EQUALITY AND DIVERSITY POLICY**

Temple lifts limited recognises that success as a company is entirely dependent upon the skills of the whole work force. We are therefore wholly committed to providing a working environment in which everyone feels valued, respected and able to contribute to the future of the business.

This Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the Company to Equal Opportunities. It is the responsibility of every employee to ensure their conduct conforms to the expected standards and reflects these Policies.

The aim of the policy is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising their performance and satisfaction.

If Equal Opportunities are not applied then valuable talent and potential are wasted. Moreover when unfair discrimination, harassment, bullying or victimisation takes place they bring about a climate of fear, insecurity and poor work performance. Equal Opportunities is taken very seriously by the Company and wilful failure to apply the policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include your dismissal.

### **The Equal Opportunities Policy Statement**

1. The Company seeks to employ a workforce which reflects the diverse community at large because the Company values the individual contribution of people irrespective of sex, pregnancy or maternity leave, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin.
2. All employees will be treated with dignity and respect. The Company will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, pregnancy or maternity leave, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin.
3. The Company recognises its legal obligations including those under the Race Relations Act, the Sex Discrimination Act, the Civil Partnership Act, the Equal Pay Act, the Disability Discrimination Act, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations, the Employment Equality (Sexual Orientation) Regulations, the Employment Equality (Religion or Belief) Regulations and the Employment Equality (Age) Regulations.
4. The Company undertakes to review periodically its selection criteria and procedures to ensure individuals are selected, promoted and treated solely on the basis of their merits and abilities.
5. The Company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be fully investigated and may be subject to disciplinary procedures.
6. The Company further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing a positive action plan.
7. If an existing employee becomes disabled the Company will make every effort to retain him or her within the workforce whenever reasonable and practicable.
8. Whenever reasonably practicable to do so the Company will install in existing premises facilities for people with disabilities. Whenever the Company invests capital in new or refurbished premises every practicable effort will be made to provide for the needs of those with disabilities.
9. The Company undertakes to distribute and publicise this policy statement to all employees and elsewhere as from time to time appropriate.
10. Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of the Company.



## **Temple Lifts Limited - EQUALITY AND DIVERSITY POLICY**

### **Policy Statement on Harassment at Work**

1. The Company believes that the dignity of every person must be respected. Harassment of colleagues or visitors is unacceptable and will be regarded as gross misconduct. The highest standards of conduct are required of everyone regardless of seniority.
2. The Company recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion or belief, age, sex, pregnancy or maternity leave, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:
  - verbal abuse, or insulting behaviour
  - sexist or racist jokes, jokes about an individual's sexual orientation, jokes about a person's age or jokes about an individual's physical or mental attributes
  - the display or circulation of sexually suggestive or racially abusive material
  - bullying, coercive or threatening behaviour
  - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation, on the grounds of age or on the grounds of disability
  - unsolicited or unwelcome conduct of a sexual nature including touching, staring or commenting
  - comments of a sexual nature about a person's appearance or dress
  - any conduct, whether or not of a sexual nature, which has the purpose or effect of intimidating, degrading, humiliating or offending someone simply because he/she is of a particular sex
  - treating someone unfavourably because they have rejected or submitted to unwelcome conduct of a sexual nature or to harassment on the grounds of their sex.
5. Harassment, particularly on the grounds of sex, sexual orientation, race, age, disability, religion or belief, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of summary dismissal.
6. Equally, an allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously then this will also be regarded as gross misconduct for disciplinary purposes.

### **Complaints Procedure**

1. Any employee, who believes that they have been the subject of harassment, victimisation or discrimination on any of the grounds contained within this policy, should follow the Company Grievance Procedure, a copy of which can be found in the staff handbook.
2. In the first instance, all complaints of harassment should be made to your departmental manager or director who will liaise with the HR manager and shall attempt to resolve the situation to the satisfaction of all parties. In all circumstances, a full investigation will be undertaken to establish the facts and decide the appropriate course of action.
3. If an employee feels that they cannot approach the department manager or director they may directly contact the HR manager or Managing Director.