

1. Policy statement

WH Bence is committed to becoming an equal opportunities employer and to ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to unfair discrimination.

Our policy is designed to ensure that current and potential employees are offered the same opportunities regardless of their race, creed or religion, nationality, ethnic origin, age, sex, sexual orientation, marital status, domestic circumstances, disability or any other characteristic unrelated to the performance of the job. We seek to ensure that no one suffers as a result of discrimination, either directly or indirectly.

We recognise that an effective Equal Opportunities policy will help all staff to develop to their full potential, which is clearly in the best interests of both our staff and our business. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity.

We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual. We further recognise the benefits of employing individuals from a range of backgrounds as this creates a workforce where creativity and valuing difference in others thrives. We value the wealth of experience within the community in which we operate and aspire to have a workforce that reflects this.

2. The legal framework

All employees are expected to abide by the requirements of

- the Race Relations Act 1976
- the Sex Discrimination Act 1986
- the Disability Discrimination Act 1995
- the Codes of Practice issued by the commission for Racial Equality and the Equal Opportunities Commission.
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- The Human Rights 1998

Discrimination may be direct or indirect, and can take different forms, for example:

- Treating any individual less favourably than others on grounds of his/her sex, colour, marital status, race, nationality or ethnic origin, religion, sexual orientation, disability of membership or non-membership of a trade union.
- Expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever.
- Imposing on an individual, requirements that are in effect more onerous than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position), which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation.
- Harassment.
- Any other act or omission of an act, which has the effect of disadvantaging one person against another, purely on the above grounds.

On all occasions where those in control of employees are required to make judgements between them, for example



disciplinary matters, selection for training, promotion, pay increases, awards, etc it is essential that merit, experience, skills and temperament are considered as objectively as possible.

3. Responsibility for this policy

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the senior management of the business. Managers and supervisors have a crucial role to play in promoting equality of opportunity in their own areas of responsibility.

All staff, irrespective of their job or seniority, will be given guidance and instruction, through our induction and other training, as to their responsibility and role in promoting equality of opportunity and not discriminating unfairly or harassing colleagues or job applicants, nor encouraging or tolerating other employees to do so. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination or harassment.

4. Recruitment and selection

We will aim, through written instructions, appropriate training and supervision, to ensure that all staff who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction our Recruitment policy. Selection will be conducted on an objective basis and will focus only on the applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs.

Person specifications will be reviewed to ensure that criteria are not applied which are discriminatory, either directly or indirectly, and that they do not impose any condition or requirement which cannot be justified by the demands of the post.

All adverts will state that WH Bence is an equal opportunities employer and values diversity'. Reference to this policy will also be made on job and person descriptions.

5. Training and development

WH Bence recognises that equal opportunity responsibilities do not end at selection, and is committed to ensure that all staff receive the widest possible range of development opportunities for advancement.

All employees will be encouraged to discuss their career prospects and training needs with their manager. The provision of training will be reviewed to ensure that provisions are made where necessary to enable part-time workers, shift or remote workers or those returning to work following a break to benefit from training.

Age limits for entry to training schemes should not be unnecessarily restrictive to exclude certain groups of staff.

6. Terms and conditions of employment

We will ensure that all of our policies including compensation, benefits and any other relevant issues associated with Terms and Conditions of Employment, are formulated and applied without regard to race, creed or religion, nationality, ethnic origin, age, sex, sexual orientation, marital status, domestic circumstances, disability or any other characteristic unrelated to the performance of the job.

7. Grievances, disputes and disciplinary procedures

Staff who believe they have been discriminated against are advised to use our internal grievance procedure. Any individual employee who feels that he/she has been subjected to harassment or bullying should use our harassment procedure. When dealing with general disciplinary matters, care is to be taken that members of one group (whether this be sex, racial, religious, sexual orientation, age, disability or marital status) are not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other groups.

8. Personnel policies and procedures

Personnel policies and procedures will be reviewed regularly to improve, amend or adapt current practices to promote equality of opportunity within our business.

9. Queries or concerns

Any queries regarding the application of this policy should be raised initially with your line manager, or other senior manager.

10. Positive action

We also recognise that passive policies will not reverse the discrimination experienced by many groups of people. To this end, if certain groups are under-represented within our business we will actively seek to encourage applications from those groups. Any measures taken to encourage applications should not in any way be construed as positive discrimination. The decision as to which applicant is offered a post must be based entirely on the merit of the individual.

11. Communication of this policy

All job applicants and employees will be made aware of this policy and a copy of the policy will be included in the Employee Handbook, given to all employees on joining our business. In addition, staff will be reminded of the policy through such means as advertisements, job descriptions (which will refer to this), application forms, posters, training courses and memos.

12. Monitoring

The Managing Director will be responsible for the monitoring and annual review of this policy. Relevant data will be collected to enable this. Personal details provided by employees or job applicants for the purposes of equal opportunities monitoring will be kept confidentially apart from all other records and will not be used for any other purpose.

Signed



**Oliver Brown, Managing Director
WH Bence Coachworks Limited**