



Equal Opportunities Policy

Policy Statement

Rokill Limited, (“the employer”,) is an equal opportunities employer. It is committed to a policy of treating all employees and applicants equally.

1. The employer will take all steps necessary to ensure that all employees and candidates are treated equally irrespective of their age, sex, colour, sexual orientation, marital status, race, nationality, ethnic origin, creed, disability or trade union membership status.
2. All employees are expected to abide by the requirements of the Race Relations Act 1975, the Sex Discrimination Act 1975 and the Disability Discrimination Act 1995. Discrimination is prohibited, (on the grounds mentioned above in 1,) in:
 - Treating any individual less favourably than others;
 - Imposing requirements or conditions on any aspect of employment without justification that could disadvantage individuals in any way,
 - victimization or harassment of an employee or any third party;
3. The employer agrees to do its best to make adjustments to a position to ensure that a candidate or employee with a disability can be accommodated.
4. The employer extends the policy to the delivery of its services and its dealings with clients, other service users, suppliers of goods and services to their staff.

Policy in Practice

The employer will appoint, train and develop, and promote individuals on the basis of merit and ability only.

Wherever possible, should a person with a disability have the necessary abilities and skills to undertake the duties of a position, the employer will adapt premises and make changes to the way in which a job is undertaken in order to accommodate such an individual.

Employees should draw the attention of their immediate superior to suspected discriminatory acts or practices.

Employees have a duty to co-operate with the employer to ensure that this policy is effective to ensure equal opportunities and prevent discrimination. Disciplinary action will be taken against the employee who is found to have discriminated against an individual (on the grounds mentioned above in 1.) Serious breaches of this equal opportunities policy will be treated as gross misconduct.

Responsibilities for Action

The General Manager will review the policy in action. This will take place on a regular basis and will include a review of the procedures and criteria used in selection and promotion decisions.

Employees must not harass or intimidate other employees or third parties, (on the grounds mentioned above in 1.) Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure.

Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination, or provided information on such acts. Employees should support colleagues who suffer such treatment and are making a complaint.

Harassment

Harassment is the treatment of one person by another which is unwanted by the recipient, offensive and unreasonable and that affects their dignity at work. Harassment includes physical, verbal or non-verbal conduct.

The employer is committed to ensuring that all employees are treated with respect and dignity. No employee, client or other third party should feel threatened or intimidated (on the grounds mentioned above in 1.) The employer will not tolerate any behaviour that amounts to harassment on any of these grounds.

SIGNED: _____

POSITION: _____

DATE: _____