Powered by I.M.M. Hydraulics

Interpump Hydraulics (UK) Ltd
• Interpump Fluid Solutions is a brand name of Interpump Hydraulics (UK) Ltd •
• Accounts Department: Units 5, Greenhill Industrial Estate, Birmingham Road, Kidderminster, DY10 2RN •
24HR TEL: 03333 209 888 • **WEB:** interpumpfluidsolutions.co.uk • **EMAIL:** accounts@interpumpfluidsolutions.co.uk

INTERPUMP HYDRAULICS UK LTD

EQUAL OPPORTUNITIES POLICY

Interpump Hydraulics (UK) Ltd
Units 1&2, St Brendans Trading Estate,
Avonmouth Way West,
Avonmouth,
Bristol,
BS11 9EH

Unit 5 Greenhill Ind Est
Kidderminster
DY10 2RN

Unit E
Brue Ave, Bridgwater
TA6 5LT

Unit 26 City Ind Est
Southampton
SO151HA

Unit 6 Rockhaven
Triangle Way
Glos
GL1 1AH

Unit 6 Eden House
Forge Lane
Saltash
Plymouth
PL12 6LX

CONTENTS

1. Statement of Intent 3

2. Equal Opportunities Policy 4

3. Objectives 7

2.1 Employment 7

2.2 Sex Discrimination 7

2.3 Age 7

2.4 Race Equality 8

2.5 Disability 8

2.6 Religious Beliefs 8

2.7 Sexual Orientation 8

2.8 Marital Status 8

2.9 Harassment 9

2.10 Service 9

3. Responsibility for the Policy 10

3.1 Managing Director 11

3.2 Equal Opportunities Co-ordinator 11

3.3 Operations Director 11

3.4 Office Administrative Personnel 11

3.5 Managers, Supervisors, Operatives 11

3.6 Training 11

4. Communication 12

5. Consultation with our Clients 12

6. Suppliers of Goods and Services 12

7. Implementation 12

8. Further Information 12

1. STATEMENT OF INTENT:

Interpump Hydraulics (UK) Ltd is committed to equality of opportunity, whether or not required by legislation, both as an employer and a service provider.

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

We will follow the recommendations and guidance of the Equality and Human Rights Commission in all our employment policies, procedures and practices and in dealing with customers and members of the public.

We will implement a programme of action to promote equality of opportunity and good relations between persons of different racial groups and prevent unlawful discrimination

We seek to comply fully with the requirements of the Equality Act 2010, and all other legislation and various Codes of Practice dealing with the elimination of discrimination and the promotion of equal opportunities.

We wish to achieve the objective of employing a workforce that is representative of the qualified resources from which it is drawn and where people from all groups are employed at all levels in the Company.

The Company is committed to actively tackling racial discrimination and promoting equal opportunities and good race relations.

The Company is committed to encouraging, supporting and helping all its staff to reach their full potential.

The Company will work with its Customers and their clients and others to tackle racial discrimination and to encourage and promote good practice in achieving race equality.

The Company is committed to ensuring that its race equality policy and its procedures are followed.

This policy is to be made available to our Customers, to Suppliers of goods and services to the Company and to the staff that we, and they, employ.

Signed: Kellianne Gray Date: Jan 26

HSEQ, HR

2. EQUAL OPPORTUNITIES POLICY

The aims of this policy are to ensure that:

- No-one receives less favorable treatment, on grounds of any protected characteristic (including age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex and sexual orientation); or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds.

- No-one is victimized for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.

- The organization 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 male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.

- Selection for employment, promotion, transfer, 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 that it is achieving its aims:

1. The policy will be a priority for the organization.

2. Mr. Paul Childs the Managing Director will be responsible for the day to day operation of the policy.

3. The policy will be communicated to all workers and job applicants and will be held for everyone to see on file in the main office.

4. Employees and their representatives, where appointed, will be consulted regularly about the policy, and about related action plans and strategies.

5. All employees 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 organisation. Unacceptable conduct includes discrimination and harassment at work-related social functions.

6. Managers and employees in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.

7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The grievance procedure will be published in a form that is easily accessible.

8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally and all applicants will be welcomed, irrespective of race, c olour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief.

9. All employees will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation. All employees carrying out work of 'equal value' will receive equal pay, regardless of their sex, race or any other protected characteristic, and equal pay audits will be carried out as necessary.

10. Selection criteria will be entirely related to the job or training opportunity.

11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.

12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or employees.

13. Information on the ethnic and racial background, gender, disability, and age of each employee and applicant for employment 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. Information about the religion/belief and sexual orientation of employees may also be monitored. Monitoring may include promotion and training if necessary.

14. If the data shows that people from particular groups 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.

15. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, may also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation if necessary.

16. 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, unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes, and this policy.

17. The effectiveness of the policy will be monitored regularly and reviewed annually. A report on progress will be produced each year and made available to all interested parties on request.

18. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

19. Fair and equal treatment will be given to customers and members of the public by all staff. The business will investigate any complaints from staff that they are being harassed by a customer for reasons linked to protected characteristics, and take suitable action to prevent further incidents.

20. The business will take all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documents and keeping copies of them for two years after the employment has come to an end.

This policy has been endorsed by all the Company's Directors and has the full support of the senior management of the Company

The policy was initially approved on 14th July 2015, following consultation with senior managers and the workforce and reviewed each year and the last revision dated is indicated below

Overall responsibility for the effectiveness of the policy lies with Mr. Paul Childs, Managing Director.

Signed…….Kellianne Gray ……..

Position: HSEQ, HR Date: Jan 26

3. OBJECTIVES:

Employment:

We recognise that staff are our most important asset and we will strive to ensure that no member of staff or job applicant will be disadvantaged on the grounds of their gender, age, race, ethnic origin, nationality, disability, religious belief, sexual orientation or marital status, by conditions or requirements that cannot be shown to be justifiable.

We will regularly review and monitor, by reference to the racial groups in which they belong:

(a) the numbers of people employed
(b) applicants for employment, training and promotion, from each such group.

AND

The numbers of employees from each such group who:

(a) receive training
(b) benefit or suffer detriment as a result of the Company's assessment procedures
(c) are involved in grievance procedures
(d) are the subject of disciplinary procedure, or
(e) cease employment with the Company

The Company will publish its findings when asked

Sex Discrimination:

Women are generally under-represented at senior levels of management and in certain types of work

The aim of this policy is to ensure equality of opportunity in employment matters and the removal of barriers that prevent women from realising their career potential.

In addition, the Company wants to maintain the good practices that encourage the return of women to work.

Age:

The Company recognises its obligations under the Age Discrimination Act 2006.

Discrimination on the grounds of age can be unjust and to the detriment of the Company in that it wastes talent and considerable experience.

We will not make assumptions about commitment, motivation, maturity or suitability on the basis of age alone.

We will adopt good practical policies with respect to older and younger people and eliminate unjustified age related criteria from all aspects of employment, development and utilisation.

Race Equality:

The Equality Act 2010 places a duty on every employer to make appropriate arrangements with a view to ensuring that their various functions are carried out with due regard to the need to eliminate racial discrimination and to promote equality of opportunity and good relations between persons of different racial groups.

The policy aims to achieve equality of opportunity in all employment matters including giving encouragement and the use of positive action measures to people from ethnic minorities to apply for positions in the Company.

Disability:

The Company will adopt measures to increase the number of people with disabilities within the workforce and will arrange, where appropriate, to adapt premises and provide equipment to aid in their employment.

We take a positive view towards the employment of people with disabilities and wish to work towards the removal of barriers that may prevent them from achieving their true potential.

We will promote a positive attitude towards people with disabilities and assist those responsible for employment decisions and staff supervision to introduce measures that will enable people with disabilities to lead a normal working life.

Religious Beliefs:

We will attempt to accommodate the religious needs of all our staff, so far as is reasonably practicable, having regard to the circumstances of the individual case, the needs of the person and the operational requirements and efficiency of the Company.

Sexual Orientation:

The Company believes that people should not be discriminated against on the grounds of their sexual orientation.

We seek to provide an environment where individuals will not be discriminated against in respect of the recruitment, employment or service delivery.

Whether people disclose their sexual orientation is a personal matter and the Company will not seek this information for the purposes of employment or service delivery.

Marital Status:

We are committed to ensuring that all members of staff and applicants for employment, regardless of their marital status, shall have equal opportunity for employment and advancement on the basis of objective, non-discriminatory work related criteria.

Harassment:

The Company believes that every member of staff has the right to be treated with dignity and respect at work within an environment that supports them.

Harassment is defined as a range of unsolicited behaviour which, whether intentionally or not, creates feelings of unease, humiliation, intimidation or discomfort, causes offence or threatens, or appears to threaten job security.

All staff, particularly those with supervisory responsibilities, have a duty to challenge and eliminate harassment.

To support this policy, the Company has appointed an Equal Opportunities Co-ordinator to provide an independent contact point for members of staff who feel subjected to any form of harassment.

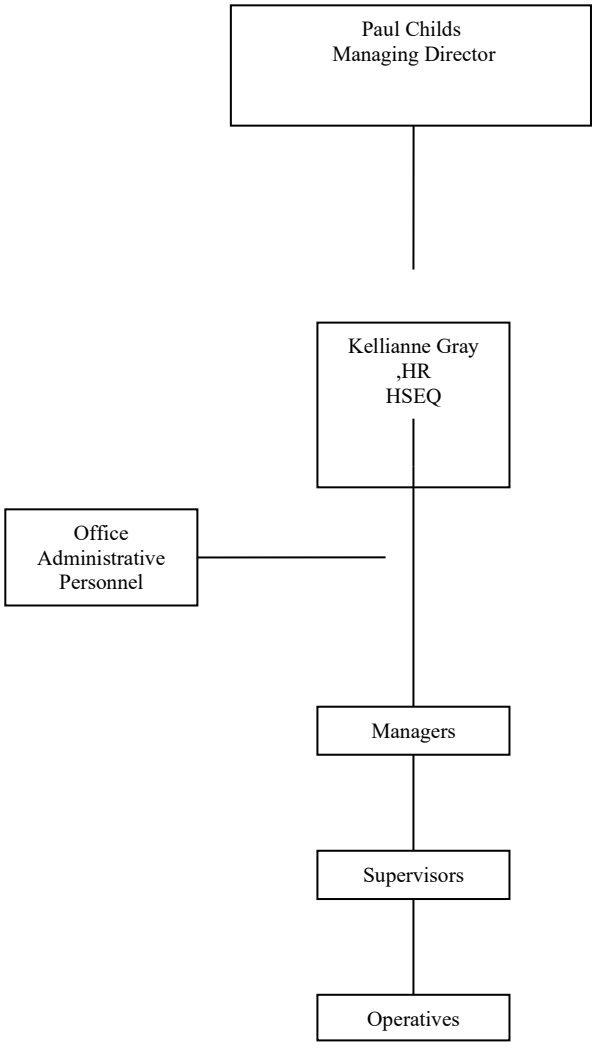
Service:

The Company will ensure that, in providing its services to its Customers, it will treat people with dignity and respect regardless of their gender, age, race, ethnic origin, nationality, disability, religious belief, sexual orientation or marital status and that our policies and procedures are designed so as not to discriminate, either intentionally or unintentionally, against any group or individual.

We will seek to respond sensitively to any special needs experienced by particular groups.

We recognise that a workforce that broadly reflects the composition of the public in which it serves will be in a better position to provide services that meet the needs and expectations of all concerned.

4. RESPONSIBILITY FOR THE POLICY:



3.1 Director:

Has overall responsibility for the Policy and its effective implementation and review on behalf of the Company.
He is responsible for making sure that the Company complies with the Equality Act 2010 and to meeting all its duties.

3.2 Equal Opportunities Co-ordinator:

Paul Childs, Managing Director, is also the Equal Opportunities Co-ordinator and is responsible for the Policy and its effective implementation and for working towards the promotion of equal opportunities and the identification and elimination of discrimination in the Company's activities.

3.3 Quality Manager:

Is responsible for ensuring that the requirements of this Policy are implemented in full within the organisation and will conduct reviews of service practices in relation to equal opportunities.
Is also responsible for ensuring that instructions are given to managers and supervisors with regard to racial equality in recruitment, selection, training, promotion, discipline and dismissal of staff.

3.4 Office Administrative Personnel:

Are responsible for the co-ordination of the various employment aspects of the Policy and will report periodically on the operation of the Policy to the Company Directors.

3.5 Managers, Supervisors and Operatives:

All employees, including Managers, Supervisors and Operatives have a general responsibility for the application of this Policy, particularly those with supervisory or managerial responsibilities.

They are responsible for making sure that all staff know their responsibilities and receive support in carrying these out.

Are responsible for communicating that any act of intentional victimisation, discrimination or sexual harassment, racial harassment or bullying may be regarded as a disciplinary offence and the Company will institute disciplinary proceedings against those found engaged in such activities.
Are responsible for dealing with racist incidents and being able to recognise and tackle racial bias.

Are responsible for promoting equal opportunities and good race relations and avoid unlawfully discriminating against anyone for reasons of race, colour, nationality or ethnic or national origins.
Are responsible for keeping up to date with the law on discrimination and taking up training and learning opportunities

3.6 Training:

Staff will also participate in training programmes to comprehensively equip them with the knowledge and skills necessary to understand and support the Equal Opportunities policy.

4.0 COMMUNICATION:

This Policy will be communicated to all staff and will be referred to in relevant documents.

In addition, the Company will ensure that all applicants for all posts are made aware of its contents.

The Company will ensure that regular consultation takes place on racial equality issues within its workforce through feedback, management-led discussion and management review meetings.

5.0 CONSULTATION WITH OUR CLIENTS:

The Company will communicate with its Customer base in order to examine the effectiveness of this provision in meeting the needs of its Customers.

6.0 SUPPLIERS OF GOODS AND SERVICES:

Suppliers of goods and services will be encouraged to provide equal opportunity in their employment practices

7.0 IMPLEMENTATION:

7.1 A variety of measures exist to implement this Policy fully and these will be kept under review.

In particular, priority will be given to the equal opportunity aspects of employment including appropriate training for staff, measures to assist people with family responsibilities, recruitment and selection procedures, advertising, discipline, career development, monitoring of existing workforce and the grievance procedure.

The effectiveness of equal opportunities will be kept under review at least on an annual basis.

7.2 The Company accepts the view that successful implementation of equal opportunities measures depend on effective systems of monitoring that audit the effects of present and past actions and provide a basis for deciding further action.

8.0 FURTHER INFORMATION:

Enquiries about the Policy or requests for further information may be obtained from the Equal Opportunities Co-ordinator.