



Equal Opportunities Policy

Statement and purpose of policy

BF Engineering Services (BFES) is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. Our aim is to ensure that all employees and job applicants are given equal opportunity. Each employee will be respected and valued and able to give their best as a result.

It is our policy that all employment decisions are based on merit and the legitimate business needs of the organisation. In accordance with the Equality Act 2010, BFES does not discriminate on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales (referred to as protected characteristics). We are opposed to all forms of unlawful and unfair discrimination.

BFES recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals on both the organisations and employees' best interest. BFES recognises the great benefits in having a diverse workforce, solely employed on ability.

The objective of this policy is that no person should suffer, or experience less favourable facilities or treatment, discrimination, or lack of opportunities based on the protected characteristics.

Our intention is to enable all our employees to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment, or victimisation. This commitment to equal opportunities extends to all aspects of the working relationship including:

Recruitment and selection process

1. Terms of employment, including pay, conditions, and benefits.
2. Training, appraisals, career development and promotion.
3. Work practices, conduct issues, allocation of tasks, discipline, and grievances.
4. Work related social events.
5. Termination of employment and matters after termination, including references.

The principles of non-discrimination and equal opportunities also apply to the way in which employees treat visitors, clients, customers, suppliers, and former employees.

This is a statement of policy only and does not form part of their contract of employment. This policy may be amended at any time by BFES, in its absolute discretion.

Commitments

1. To create an environment in which individual differences and the contributions of all team members are recognised and valued.



2. To create a working environment that promotes dignity and respect for every employee.
3. To not tolerate any form of intimidation, bullying or harassment, and to discipline those that breach this policy.
4. To make training, development, and progression opportunities available to all employees.
5. To promote equality in the workplace, which BFES believes is good management practice and makes sound business sense.
6. to encourage anyone who feels that they have been subject to discrimination to raise their concerns so we can apply corrective measures.
7. To encourage employees to treat everyone with dignity and respect.
8. To regularly review our employment practices and procedures so that fairness is maintained at all times.

Who is responsible for equal opportunities?

Achieving an equal opportunities workplace is a collective task shared between the employer and all its employees. The policy and rules contained in it therefore apply to all employees irrespective of seniority.

The Managing Director has overall responsibility for this policy and for equal opportunities and discrimination law compliance in the workplace and the Operations Manager has been appointed as the person with day-to-day operational responsibility for these matters.

All employees have personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other employees, visitors, clients, customers, suppliers and ex-employees. In addition, employees who take part in management, recruitment, selection, promotion, training, and other aspects of career development (referred to as Managers) have special responsibility for leading by example and ensuring compliance.

Managers will receive appropriate training in equal opportunities and must take all necessary steps to:

1. Promote the objective of equal opportunities and the values set out in this policy.
2. Ensure that their own behaviour and those of the employees they manage complies fully with this policy.
3. Ensure that any complaints of discrimination, victimisation, or harassment (including against themselves) are dealt with appropriately and are not suppressed or disregarded.
4. Making employment decisions fairly.
5. As noted above, BFES will recruit employees and make other employment decisions concerning promotion, training, dismissal, and related issues, on the basis of objective criteria.
6. Managers should only stipulate criteria or conditions for employment decisions (including job selection, promotion, and redundancy) which are based on a legitimate business need and which do not go further than is needed to satisfy that need.

Recruitment

Managers involved in recruitment must:



1. Specify only recruitment criteria that are relevant to the job, reflect genuine business needs and are proportionate. More than one person should be involved in shortlisting of applicants wherever practicable.
2. Ensure that vacancies are advertised to a diverse audience and try to avoid informal recruitment methods that exclude fair competition. In very rare cases, it may be legitimate and necessary to restrict recruitment to a particular role to certain groups, but it is essential that this is discussed with the Managing Director so that appropriate steps can be taken to ensure legality.
3. Review job advertisements carefully to ensure that stereotyping is avoided and that particular groups are not unjustifiably discouraged from applying.
4. Not ask applicants about health or disability before a job offer is made. If necessary, a job offer can be expressed to be conditional upon satisfactorily passing a medical check.
5. Not ask candidates about any Protected Characteristics if the question may demonstrate an intention to discriminate.
6. Not make assumptions about immigration status based on appearance, accent, or apparent nationality.
7. So far as is reasonably practicable, keep a written record of their reasons for relevant decisions.

BFES is legally required to verify that all employees have the right to work in the UK. Prior to starting employment, all employees must produce original documents irrespective of nationality.

Employee training, career development and promotion

Training needs may be identified during the normal appraisal process. Appropriate training to facilitate progression will be accessible to all employees.

All promotion decisions will be made on the basis of merit and according to proportionate criteria determined by legitimate business need.

Employees diversity at different levels of the organisation will be kept under review to ensure equality of opportunity. Where unjustified barriers to progression are identified, these will be removed.

Conditions of service

Access to benefits and facilities and terms of employment will be kept under review to ensure that they are appropriately structured and that no unlawful barriers to qualification or access exist.

Discipline and termination of employment

Any redundancy selection criteria and procedures that are used, or other decisions taken to terminate employment, will be fair and not directly or indirectly discriminatory.

Disciplinary procedures and penalties will be applied without discrimination, whether they result in disciplinary warnings, dismissal, or other disciplinary action.



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Part time and fixed term employees will be treated the same as full time or permanent employees of the same position and enjoy no less favourable terms and conditions (pro-rata, where appropriate), unless different treatment is justified.

What to do if they encounter discrimination

If any employee believes that they have been the victim of discrimination, they should follow the grievance procedure.

Every employee has a responsibility to combat discrimination if they encounter it. Employees who observe or are aware of acts that they believe amount to discrimination directed at others are encouraged to report these.

Any grievance or report raised about discrimination will be kept confidential so far as is practicable. We may ask employees if they wish their complaint(s) to be put to the alleged discriminator if disciplinary action appears to be appropriate. It sometimes may be necessary to disclose the complaint or take action even if this is not in line with their wishes, but we will seek to protect them from victimisation and, if they wish, we will seek to protect their identity. Employees should be aware that disciplinary action may be impossible without their co-operation or if they refuse to allow relevant information to be disclosed. Employees who raise a complaint about or report discrimination in good faith will be protected from retaliation or victimisation. As long as employees act in good faith, the fact that they have raised a complaint or report will not affect their position within BFES, even if the complaint is not upheld. Making a false allegation deliberately and in bad faith is a misconduct offence and will be dealt with in accordance with our disciplinary policy. Any employee who attempts acts of retaliation or victimisation may be subject to disciplinary action up to and including summary dismissal for gross misconduct.

If they make a complaint, it may be necessary to ask them to stay at home on paid leave while investigations are being conducted and the matter is being dealt with through the appropriate procedure. This may particularly be necessary in cases of alleged harassment.

Non-compliance with equal opportunities rules

Any breach of equal opportunities rules or failures to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.

Employees should also note that in some cases, they may be personally liable for their acts of discrimination and that legal action may be taken against them directly by the victim of any discrimination and it may be a criminal offence intentionally to harass another employee.

Review of this policy

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

BFES encourages employees to comment on this policy and suggest ways in which it might be improved or ask any questions if they are unsure about any part of this policy or how it is applied by contacting the Managing director.





BF Engineering Services Ltd

Sean Cooper

Managing Director

Signature:

Date: 21.01.2021