

## Equal Opportunities Policy

CCM Facilities Ltd and associated companies is an equal opportunities employer.

### Legal Obligations

CCM is committed to complying with our legal obligations under the Equality Act 2010 (replacing previous legislation on Equality). Our policy is to make sure that no customer, employee, or person involved or associated with CCM is discriminated (either directly, indirectly, by harassment or victimisation) on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation (the protected characteristics as defined by the Equality Act 2010).




### Types of discrimination under the Equality Act 2010:

- Direct discrimination
- Indirect discrimination
- Victimization
- Harassment

### Direct Discrimination

Direct discrimination occurs when someone is treated less favorably than another person because they have a protected characteristic as defined under the Equality Act 2010. This includes where someone is directly discriminated against because they associate with another person with a protected characteristic. It also includes where a person directly discriminates against an individual whom they believe possesses a particular protected characteristic even if they don't actually possess the protected characteristic.

 Endorsed by; Greg Doherty, Managing Director:	Dated: 01/06/2017
---	-------------------

## Indirect Discrimination

Indirect discrimination can occur when the company has a condition, rule, policy or even a practice, that applies to everyone but particularly disadvantages people who share a protected characteristic.

## Harassment

Harassment is unwanted conduct related to a relevant protected characteristic, which has a purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Employees are able to complain of behavior they find offensive – even if it is not directed at them.

## Victimization

Victimization occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are expected of doing so. The employee however is not protected from victimization if they have maliciously made or supported an untrue complaint.

## Positive Action on Equal Opportunities

### a) Recruitment and Selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavor through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.
6. Short-listing and interviewing will be carried out by more than one person where possible.
7. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
8. Selection decisions will not be influenced by any perceived prejudices of other staff.

### b) 'Reasonable Adjustments'

CCM will make 'reasonable adjustments' for a disabled employee or job applicant if:

- We become aware of their disability and/or
- They ask for adjustments to be made and/or
- A disabled employee is having difficulty with any part of their job and/or
- Either an employee's sickness record, or delay in returning to work, is linked to their disability

Reasonable adjustment is defined as a 'proportionate means of achieving a legitimate aim'. Reasonable adjustment should not be discriminate against others.

## Procedure for Discriminatory Conduct

CCM will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, clients and persons associated with CCM, and will take action where appropriate.

All complaints will be investigated in accordance with CCM's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, clients or those associated with CCM.