



Unit 12 Fenlake Road
Fenlake Road Industrial Estate
Bedford MK 44 0HB

Equal Opportunities Policy

1. Vision Statement:

- Syte Architectural Glazing Ltd (the Company) is committed to promoting equal opportunities regardless of gender, race, disability, religious belief, age or sexuality throughout its direct and indirect work force.
- The Company values diversity and encourages fairness and justice.
- The Company wants equal chances for everyone in its organisation to work, learn and live free from discrimination and victimisation.
- The Company will combat discrimination throughout the organisation and will use its position of influence within and outside of the Company wherever possible, to help overcome discriminatory barriers.

2. In seeking to achieve this vision, the Company will strive to:

- Encourage equality of opportunity for all people and actively promote good relations.
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to Race; Gender; Disability; Sexuality; Age; Religion and Belief plus Employment issues.

Whilst recognising that individuals may experience disadvantage on more than one level, the Company strives to:

- Offer its services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect, making provision for those groups within the community whose needs and expectations are less well met.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure all employment policies procedures, guidelines and circulars reflect and reinforce the Company's commitment to equality.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees, clients and the public.
- Encourage disadvantaged groups and individuals to participate in the community.
- Make this policy known to all employees, job applicants, clients and partner organisations.
- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the Company to have similar policies that cover equal opportunities.
- Periodically review the Equal Opportunities Policy.

3. Responsibility

- The Equal Opportunities Policy is the overall responsibility of the Managing Director of the Company.

4. Equal Opportunities - Accessibility Guidelines

In pursuing its aim to provide equal opportunity for all, the Company strives to give everyone that it employs on a direct or indirect basis, that it contracts with or procures from the right to equal opportunity regardless of gender, race, disability, religious belief, age or sexuality.

4.1 Vision Statement:

- The Company's services must be accessible to all.
- The Company will take all reasonable steps to ensure its employment arrangements are accessible.

4.2 In seeking to achieve this vision, the Company will strive to:

- Facilitate physical access into the buildings it controls and as far as possible, in line with health and safety regulations, those buildings or sites at which it operates.
- Monitor and evaluate accessibility at its own premises in order to make improvements. In particular using consultation to understand the needs and expectations of any employee, client or supplier where special requirements may reasonably be expected.
- Use communication methods that are appropriate and sensitive.
- Improve the accessibility of employment arrangements or physical features of the workplace to meet the needs of staff and applicants with disabilities or other needs.

5. Employment Training and Organisational Development

5.1 Statement of Principles

The Company is committed to ensuring that all its employment policies, procedures, guidelines and circulars will reflect and reinforce the Company's commitment to equality. The Company will through its policies and training seek to create a:

- Prejudice-free and supportive working environment.
- Workforce which reflects the diversity of the local population, ensuring that people from all sections of the Company's local community have equality of opportunity to obtain employment in all areas and levels of the Company.

5.2 Recruitment and Selection

The Company will strive to:

Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.

- Work towards ensuring that through recruitment that its workforce better represents the community it serves.
- Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to gender, race, disability, religious belief, age or sexuality.
- Ensure that it communicates job opportunities to all sections of the community where appropriate and scrutinise the recruitment process to ensure that applications are not discriminated against or discouraged from any section of the community.
- Ensure that all its employees who are part of the recruitment selection panel are trained on equalities issues.
- Work with disadvantaged sections where appropriate and practical of the community in support of recruitment.
- Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
- Collect and use recruitment information to support a fair and effective recruitment process.

6 Training and Organisational Development

The Company will seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.

- Provide training that complies with the Company's Equalities Policies.
- Include equalities training as part of its induction programme.
- Provide equalities awareness training as part of its corporate training and organisational development programme.

7 Monitoring and Evaluation

The Company will as far as is practical monitor its workforce profile against the community profile to work towards a workforce that is reflective of the community it serves.

8. Equal Opportunities policy - Supporting statements

- **Race Equality:** The Company is committed to promoting a cohesive society and eliminating unlawful racial discrimination. The Company will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.
- **Disability Equality:** The Company will not treat a person less favourably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.
- **Gender Equality:** The Company will not treat a person less favourably directly or indirectly due to gender or marital status.
- **Equality of Employment:** The Company will through its policies and training seek to create:
 - A prejudice free and supportive working environment;
 - A workforce which reflects the diversity of the local population ensuring that people from all sections of the Company's local community have equality of opportunity to obtain employment in all areas and levels of the Company.
- **Accessibility:** The Company's services must be accessible and appropriate, taking full account of current health and safety regulations, for all employees, clients and suppliers
- **Sexual Orientation:** The Company will not discriminate directly or indirectly on the grounds of sexual orientation.
- **Gender Reassignment:** The Company will not discriminate directly or indirectly on the grounds of gender reassignment.
- **Religion and Belief:** The Company will not discriminate directly or indirectly on the grounds of religion or belief. (This is defined as any religion, religious belief or similar philosophical belief. It excludes philosophical or political beliefs unless those beliefs are similar to a religious belief, e.g. the belief has a profound affect on the person's way of life.)
- **Age:** A person's age will not lead to unfair discrimination.