



# EQUAL OPPORTUNITIES AND DIVERSITY POLICY

## 1. POLICY STATEMENT

- 1.1 FGS Organics Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.
- 1.2 The Company also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by the Company. The Company believes that all employees and clients are entitled to be treated with respect and dignity.

## 2. OBJECTIVES OF THIS POLICY

- 2.1 The objectives of this policy are:
  - (a) To reduce, stop and prevent all forms of unlawful discrimination.
  - (b) To ensure that recruitment, promotion, training, development, assessment, redundancy and service provision are determined on the basis of capability, qualifications, experience, skills and productivity.
  - (c) To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
  - (d) To ensure that every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
  - (e) To ensure that training, development and progression opportunities are available to all staff.
  - (f) To promote equality in the workplace as good management practice that makes sound business sense.
  - (g) To ensure that breaches of the policy are regarded as misconduct, potentially leading to disciplinary proceedings.
  - (h) To ensure a periodic review of our employment practices and procedures to ensure fairness.
  - (i) To ensure the policy is monitored and reviewed annually.
  - (j) This policy is fully supported by senior management. All Enterprise Managers and Supervisors will receive training in the application of the Equal Opportunities Policy to ensure that they are aware of its contents and provisions.

## 3. DESIGNATED OFFICER

- 3.1 Head of Finance & Human Resources Manager.

## 4. DEFINITION OF DISCRIMINATION

- 4.1 Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation. Discrimination may be direct or indirect.

## 5. TYPES OF DISCRIMINATION

- 5.1 **Direct Discrimination**

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of colour, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation.

### **Indirect Discrimination**

This is the application of a policy, criterion or practice to a person which the employer would apply to others but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents
- The employer cannot justify the need for the application of the policy on a neutral basis, and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement if that requirement is not justified by the position.

## **6. UNLAWFUL REASONS FOR DISCRIMINATION**

### **6.1 Gender and Marital Status**

It is not permissible to treat a person less favourably on the grounds of their gender or the fact they are married. This applies to both men and women. Sexual harassment of men and women can be found to constitute sex discrimination. For example, asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

### **Age**

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

### **Disability**

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, trained, or promoted as a non-disabled person.

### **Race, Colour, Nationality and Ethnic Origin**

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

### **Sexual Orientation**

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, or transsexual.

### **Religion or Belief**

It is not permissible to treat a person less favourably because of their religious beliefs or their religion.

## **7. REASONABLE ADJUSTMENTS**

7.1 The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to premises
- Re-allocating some or all of a disabled employee's duties
- Transferring a disabled employee to a role better suited to their disability
- Relocating a disabled employee to a more suitable office

- Giving a disabled employee time off work for medical treatment or rehabilitation
- Providing training or mentoring for a disabled employee
- Supplying or modifying equipment, instruction and training manuals for disabled employees
- Or any other adjustments that the company considers reasonable and necessary provided such adjustments are within the financial means of the company.

If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact their Manager.

## **8. RECRUITMENT & SELECTION**

8.1 The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that Managers making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

8.2 Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of the Equal Opportunities Policy.

- Job descriptions will be revised to ensure that they are in line with our Policy and the job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only or mainly applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All Managers involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview question will be related to the requirements of the job and will not be of a discriminatory nature.
- We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

## **9. MONITORING**

9.1 We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

9.2 Monitoring may involve:

- The collection and classification of information regarding ethnic/origin and gender of all applicants and current employees.
- The examination by ethnic origin and gender of the distribution of employees and the success rate of the applicants.
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

## **10. RESPONSIBILITY FOR THE IMPLEMENTATION OF THIS POLICY**

10.1 The co-operation of all employees is essential for the success of this Policy. However, the ultimate responsibility for achieving the objectives of this Policy, and for ensuring compliance with relevant Legislation and Codes of Practice, lies with the Company and its Directors. Enterprise Managers are expected to follow this Policy and ensure that all employees, subcontractors and agents do the same.

10.2 All employees, subcontractors and agents of the company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age or sexual orientation.

10.3 Employees may be held independently and individually liable for their discriminatory acts by an employment Tribunal and ordered to pay compensation to the person who has suffered as a result of discriminatory acts.

## **11. ACTING ON DISCRIMINATORY BEHAVIOUR**

11.1 In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the Employee Handbook.

## **12. ADVICE AND SUPPORT ON DISCRIMINATION**

12.1 Employees may contact their employee or union representative if access to such an individual is possible.

Other contacts include:

Equality and Human Rights Commission  
Arndale House, The Arndale Centre, Manchester, M4 3AQ  
Telephone (England): 0845 604 6610

3 More London, Riverside Tooley Street, London, SE1 2RG  
Telephone (England): 0845 604 6610

3<sup>rd</sup> Floor, 3 Callaghan Square, Cardiff, CF10 5BT  
Telephone (Wales): 0845 604 8810

The Optima Building, 58 Robertson Street, Glasgow, G2 8DU  
Telephone (Scotland): 0845 604 5510

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

Citizens Advice Bureau  
Myddleton House, 115-123 Pentonville Road, London, N1 9LZ

Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Community Legal Services Direct  
Telephone: 0845 345 4 345  
Website: [www.clsdirect.org.uk](http://www.clsdirect.org.uk)

## **13. EXTENT OF THE POLICY**

13.1 The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Company seeks to ensure that all sub-contractors and agents act in accordance with this Policy. The Company accepts no liability for the actions of sub-contractors and agents. The Company offers goods and services in a fashion that complies with the spirit of this Policy.

13.2 This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

13.3 The Company reserves the right to amend and update this Policy at any time.

This Policy has been approved & authorised by: