



## **Equal Opportunities Policy**

### **Intentions**

O Seaman and Son Ltd aims to be an Equal Opportunity Employer and has developed a Policy for this purpose. The Policy covers all aspects of employment from vacancy advertising, selection, recruitment, training and promotion to conditions of service and reasons for termination of employment. To ensure that the Policy operates effectively the Company will need to maintain records of employees' and applicants' gender, racial origins and disability. This information will provide records to ensure that appropriate action can be taken to eliminate any unlawful direct or indirect discrimination, victimisation or harassment and to promote equality of opportunity within all areas of the Company, ensuring full compliance with all current Equality legislation.

In the long term it is the intention of O Seaman and Son Ltd that the diversity of the local community is reflected within the composition of the Company's workforce, and efforts will be made to determine whether or not groups within the community are under represented within the Company structure and if so, steps will be taken to try to redress the imbalance.

The Managing Director is responsible for the effective operation of the Company's Equal Opportunities Policy and further copies are available by request, and will be found within all employees' conditions of employment files. All staff members should acquaint themselves with the company policy on Equal Opportunities as unawareness will not be accepted as an excuse for any discriminatory actions.

### **Vacancy Advertising**

It is unlawful to advertise in such a way as to indicate an intention to discriminate on grounds of age, race, gender, religion or disability either directly or indirectly.

Wherever possible, all vacancies should be advertised simultaneously internally and externally, and steps taken to ensure that knowledge of such vacancy reaches any under represented groups.

Where possible a Statement on Equal Opportunity should be included within any advertisement.

### **Selection and Recruitment**

Wherever possible the recruitment process and interviewing should be carried out by more than one person and these persons must be mindful of the requirements and intent of Equal Opportunities. Selection criteria must be justifiable on the basis of being non-discriminatory and being essential for the effective performance of the job.

Reasons for selections and rejections of applicants for vacancies will be recorded. Successful recruitment to all jobs will be strictly on merit. Wherever possible any under represented groups should be encouraged to apply for interview.

All efforts will be made to identify and/or remove any unnecessary barriers that may otherwise discourage particular people or groups to apply.

In recruiting staff and hiring of sub contractors and other service providers, the Company will be mindful of its commitment to equality and opportunity, and will encourage its supply chain to act in a similar manner.

### **Training/Promotion**

Those dealing with Equal Opportunity matters will be aware of current legislation and will be familiar with the Company Policy. Where additional training is necessary for the understanding or implementation of Equal Opportunities this will be supplied to the relevant people.

If the Company feels that additional training is necessary in order to elevate people to a more senior role, or to encourage under represented groups to increase their representation within the Company, it will negotiate with those individuals or groups accordingly.

### **Personnel Records**

In order to ensure an effective operation of the Equal Opportunity Policy a record will be kept of all employees' and job applicants', gender, racial origins and disability. Where necessary employees will be able to check/correct their own record of these details. Access to this information will be strictly limited in order to retain confidentiality.

### **Direct/Indirect Discrimination**

It is unlawful for O Seaman and Son Ltd to discriminate against a person on the grounds of their disability, colour, race, ethnic or national origin, religion or belief, gender, gender re-assignment, transgender status, marital status, sexual orientation or age.

Our policy is not only to comply with the law but also to deter direct discrimination, indirect discrimination, victimisation or harassment.

The Company will not tolerate discrimination, victimisation or harassment in any form and any such matter will be considered as disciplinary offence.

If an employee feels they are being discriminated, victimised or harassed then the matter should be reported to a Company Director who will instigate investigations into the matter in order to establish facts. The situation can by negotiation be dealt with either informally or formally.

All complaints will be taken seriously, treated confidentially and every effort will be made to ensure that those making a complaint are protected from future retaliation.

If a complaint is found to be unfounded then no action will be taken. Where discrimination, victimisation or harassment is found to have occurred, action against the perpetrator could be in the form of counselling, training, verbal or written warning, suspension or dismissal depending on the severity of the case.

In all cases both parties will have the right to appeal.

### **Disciplinary Matters**

O Seaman and Son Ltd has procedures in place for handling disciplinary offences. All cases will be handled fairly and effectively. Any incidents of discrimination, victimisation or harassment proved to be in existence will be treated as a disciplinary offence and can in serious cases result in dismissal.

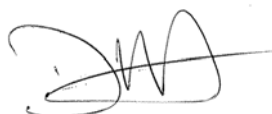
Any disciplinary action will be taken in accordance with the principles of this Policy and will be applied fairly and consistently regardless of disability, colour, race, ethnic or national origin, gender, gender re-assignment, trans-gender status, marital status, sexual orientation or age.

The Company will not tolerate any form of harassment or discrimination and will take all possible steps to prevent this happening within the workplace.

### **Checks/Monitoring**

Data collected under personal records will be managed by The Finance Director and used to monitor the structure of the Company.

The Company's Equal Opportunities Statement and Policy will be reviewed at regular periods, (minimum annually,) and adapted or updated as necessary to reflect changes in law, good practice or Company procedure.



Signed \_\_\_\_\_  
Managing Director

Date 02.01.2018