


Equality and Diversity policy and procedure	Author: Alastair Walker Finance Director		
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1. Introduction

- 1.1. GDUK is committed to equal opportunities for all its employees and to having a pro-active and inclusive approach to equality. GDUK is dedicated to supporting and encouraging all under-represented groups and promoting an inclusive and diverse culture.
- 1.2. The Company has a commitment to continuously achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination for all.

2. Aim

- 2.1. The Company aims to prevent unfair and discriminatory practices within the Company. The Company is committed to actively opposing all forms of discrimination.
- 2.2. The Company 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.
- 2.3. The Company believes that all employees and clients are entitled to be treated with respect and dignity.

3. Purpose

- 3.1. To prevent and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- 3.2. The Company will avoid unlawful discrimination in all aspects of employment including, but not limited to, recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.


4. Scope

- 4.1. This policy applies to all employees of Gilgen Door Systems UK

5. Discrimination

Discrimination is the unjust or prejudicial treatment of people because they belong to, or are associated with, a protected group. Protected groups are defined by the Equality Act 2010 as race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

- 5.1. *Direct discrimination* occurs when a person or a policy intentionally treats a person less favourably than another because they belong to, or are associated with a protected group.
- 5.2. *Indirect discrimination* is where a provision or practice is applied that has a detrimental effect on people who have a protected characteristic, compared to those who do not, where it cannot be shown to be a proportionate means of achieving a legitimate aim.
- 5.3. *Harassment* occurs when a person is subjected to unwanted conduct, relating to one of the protected characteristics, that has the purpose or effect of violating their dignity or creating

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an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

- 5.4. *Victimisation* occurs when a person is treated less favourably because they complain about discrimination or help someone who has been discriminated against.
- 5.5. *Associative discrimination* is where an individual is directly discriminated against, or harassed for, association with another individual who has a protected characteristic (however not including marriage and civil partnership, pregnancy and maternity).
- 5.6. *Perceptive discrimination* is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristics when he/she does not, in fact, have that protected characteristic (however not including marriage and civil partnership, and pregnancy and maternity).

6. Equal opportunities in employment


- 6.1. All recruitment and selection practices will be carried out according to objective job-related criteria which will be subject to regular review.
- 6.2. The Company will endeavor through appropriate training, to ensure that hiring managers will not discriminate consciously or unconsciously in making these decisions.
- 6.3. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

7. Training & Development

- 7.1. Our equal opportunities philosophy will be integrated into all aspects of training and development and the management and supervision of staff, including induction.
- 7.2. It is in the Company's interests to ensure equal opportunity for career development and promotion for all employees. The Company will continually assess the promotion potential of all employees and any decisions made in relation to career development will be made objectively and fairly based on objective criteria and individual ability.
- 7.3. The Company will provide training in equal opportunities to managers and any other employees likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

8. Reasonable Adjustments

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

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- 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;
- Any other adjustments that the Company considers reasonable and necessary provided such adjustments are reasonable and practicable.

8.2. If an employee has a disability and feels that adjustments could be made to accommodate the disability, they should contact the Human Resources Department

9. Breach of Equality & Diversity Policy

9.1. If an employee believes they have suffered direct or indirect discrimination because of a protected characteristic, they are encouraged to raise a complaint via the Company's formal grievance procedure.

9.2. Formal grievances should be made in writing, and submitted to the HR Department. The HR Department will deal with the complaint in line with the Company's grievance policy and procedure.

10. Employees engaging in discriminatory conduct

10.1. Behaviour or actions found to be contrary to this policy, and the general spirit of the laws on which it is based, will be considered to be serious disciplinary matters and will be dealt with in line with the Company's disciplinary procedure. Serious breaches are likely to result in summary dismissal.

11. Monitoring and review

11.1. The Company will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups.

11.2. The Company will review this policy in accordance with the results shown by the monitoring. If changes are required, the Company will implement them.

11.3. The Company treats personal data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy. For further information, please contact HR.

11.4. This policy will be monitored and reviewed on a regular basis to ensure it complies with current legislation.

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12. Advice and Support on Discrimination

Equality and Human Rights Commission

Helpline Telephone Numbers:

England: 0845 604 6610

Wales: 0845 604 8810

Scotland: 0845 604 5510

www.equalityhumanrights.com

Citizens Advice Bureau

www.citizensadvice.org.uk

Community Legal Services Direct

Telephone: 0845 345 4 345

www.communitylegaladvice.org.uk