



**H31**

## **Equal Opportunities**

### Synopsis

This document describes how Rail Signalling & Power Limited (RSP) acts as an equal opportunities' employer.

**Document Owner**   **HR Manager**

## Document History

Issue	Date	Summary
1	22.05.2018	First Issue
2	22.10.2019	Organisational Structure Update
3	01.08.2020	Company reorganisation and rebranding

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## 1. Introduction

RSP is an equal opportunities employer. This means that it is the Company's policy that there should be no discrimination against, or harassment, of any employee or job applicant either directly or indirectly on the grounds of:

- Race, colour, nationality or national or ethnic origin;
- Sex or marital status;
- Disability (e.g., a long term mental or physical impairment);
- Sex change status;
- Sexual orientation;
- Religion or philosophical belief;
- Political belief;
- Trade union activity;
- Age;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Social Class or culture.

Further information can be found in **H23 Employee Handbook**.

## 2. Policy Objectives

RSP's main objectives in implementing the Policy are:

- To provide and promote equal opportunities for all staff;
- To ensure that the talents and abilities of all employees are valued;
- To ensure that the Company's statutory obligations are met;
- To attract and retain high quality staff who have diverse experiences and personal qualities to offer;
- To adopt management practices which value and empower individuals, through listening, consulting, providing support, promoting equality to eliminate discrimination.

## 3. Policy Statement

The Company's policy is to:

- Eliminate, as far as is reasonably possible, discrimination, victimisation, and harassment from the workplace;

- Encourage all its employees to take an active role against all forms of discrimination, victimisation, and harassment;
- Deter employees from participating in discriminatory behaviour or harassment;
- Demonstrate to all employees that they can rely upon the Company's support in cases of discrimination, victimisation, or harassment at work.

The **Equality Act 2010** makes it unlawful to discriminate directly or indirectly on the grounds of:

- Age;
- Sex;
- Race;
- Disability;
- Pregnancy;
- Marital status;
- Sexual orientation;
- Gender reassignment;
- Religious background.

It is unlawful to apply requirements or conditions which have a disproportionately disadvantageous effect on people of a particular group.

All workers have a right to:

- Fair practices and behaviour in the workplace;
- Fair allocations of workloads;
- Equal access to benefits and conditions;
- A workplace that is free from unlawful discrimination, harassment or bullying at work;
- Competitive merit-based selection processes for recruitment and promotion;
- Fair processes to deal with work-related complaints and grievances.

RSP is fully committed to providing a good working environment that offers equal treatment and equal opportunities for all employees and where every employee is treated with respect and dignity.

RSP will help all employees develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. Remuneration, recruitment, promotion, and retention will not be affected by irrelevant grounds.

RSP is committed to provide and promote equality of opportunity to employees to fulfil their potential. RSP's policies and procedures will be monitored and regularly reviewed to ensure that this policy is being implemented. Any breach of the policy will not be tolerated by RSP, which will investigate such behaviour or actions. This could result in disciplinary action including dismissal. Failure to comply with the legislation could render RSP, and in some cases the individual liable to legal action.

## 4. Responsibilities

### 4.1. All Employees

RSP recognises that whilst the overall responsibility for the promotion, co-ordination, and review of equal opportunities lies with the company Director, all employees have some measure of responsibility for ensuring its effective implementation in their day to day activities and working relationships with colleagues.

Employees should ensure that they do not carry out any acts of discrimination, harassment, or victimisation.

### 4.2. Management

Management are responsible:

- For ensuring that the policy is promoted, communicated, implemented, and understood;
- Encouraging employees to report any breaches of the Policy and to investigate using the appropriate procedures;
- Providing training and awareness for staff to enable them to fulfil their responsibility under this Policy.

## 5. Harassment and Victimisation

The Company will not tolerate victimisation and harassment of individuals. Such behaviour on the grounds of gender, age, sexuality, marital status, religion, faith, race, colour, creed, social class, disability, ethnic or national origin may also be unlawful.

Harassment includes comments, actions, jokes, or suggestions which might create a stressful working environment for a person. Harassment may be verbal (language, jokes, comments, ridicule, nicknames, and verbal threats), non-verbal (gestures, staring and offensive written or electronic communication) or physical (jostling, mistreating, or assaulting).

The stress that such harassment can cause, may not only be damaging to the individual being harassed but also will affect others and have an impact on the Company. The simple fact that an employee does not say that they object to such harassment does not mean that they are happy about the behaviour.

Victimisation is deemed to occur when a person is treated less favourably than others are, because they have either complained or given evidence against another individual or the company.

## 6. Grievance and Discipline

Employees who believe that they have been subject to unfair or unlawful discrimination, victimisation, or harassment, should raise their concern through the grievance procedure. See **H36 Grievance Process** for more details. Where such grievances relate to the normal line of supervision or management, individuals may approach a senior manager or the HR Manager.

Unfair and unlawful discrimination, victimisation or harassment will not be tolerated and are defined as offences of gross misconduct within the Company's disciplinary procedure. Any such offences will be dealt with under the disciplinary procedure and may lead to summary dismissal.

## 7. References

### 7.1. Internal

#### 7.1.1. RSP Manuals, Policies & Standards

H23 Employee Handbook

H36 Grievance Process

### 7.2. External

#### 7.2.1. Primary Legislation

Equality Act 2010