



# The Interclass Group Equal Opportunities Policy

POLICY

Interclass is committed to building an organisation that makes full use of the talents, skills, experience and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential.

Interclass Group will follow the recommendations and guidance of the Equality and Human Rights Commission, in all our employment policies, procedures, and in dealing with customers and members of the public.

The Aims of this policy are to ensure that:

- Interclass aims to ensure that no job applicant or worker receives less favourable treatment on the grounds of age, sexual orientation, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, ethnic/national origin/'race' or colour, religion or belief and sex.

Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All workers will be given equal opportunity and access to training to enable them to progress both within and outside the organisation. To ensure that this policy is effective we will bring it to the attention of all employees.

Interclass is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.

Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.

Selection for employment, promotion, transfer, training and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

## Policy

It is the policy of Interclass to treat all applicants and employees in the same way, regardless of their gender, marital status, race, ethnic origin, hours of work, or disability in accordance with appropriate legislation.

Equality of opportunity will be achieved through the provision and adoption of policies, procedures and training which reflect and support equal opportunities.

All employees will be made aware of the provisions of this policy and all employees are required to ensure that the policy is carried out properly.

This policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of service, pay, promotion, redundancy selection, hours of work and to every other aspect of employment.

This policy applies equally to the treatment of staff and any other person or organisation having contact with Interclass.

Job applicants may be asked to complete a form denoting their sex, race, ethnic origin and any disabilities. Interclass confirms that the sole purpose of this form is to monitor the effectiveness of our equal opportunities responsibilities.

Employees may be asked to complete a similar form from time to time in order that Interclass is better able to monitor the makeup of its workforce. All information collected will be kept as anonymous statistical data and will not identify individual members of staff.

## Employee Responsibility

Employees have responsibilities in the area of equal opportunities and are required to adopt the following:

The  
**INTERCLASS**  
Group

**The quality construction service**



# The Interclass Group Equal Opportunities Policy

POLICY

- Co-operate with any measures introduced to develop or monitor equal opportunity
- Refrain from taking discriminatory actions or decisions which are contrary to the spirit of this policy
- Not to harass, abuse or intimidate other employees on account of their race, sex, disability, religion, age, etc
- Not to place pressure on other employees to act in a discriminatory manner
- Resist pressure to discriminate which is placed upon you by other employees
- Co-operate with investigations into acts or conduct which may amount to unfair or unlawful discrimination including the provision of evidence from which discrimination may be inferred and disciplinary action taken

Employees should note that the imposition of a condition or requirement which has an adverse impact on somebody because of their sex, race, ethnic origin, marital status, age or disability, or is likely to be affected by it, will also be unlawful, unless it can be justified on grounds of business needs.

## Enforcement and Redress

If you unfairly or unlawfully discriminate against another employee, induce others to practice unfair or unlawful discrimination, or fail to co-operate with measures designed to promote equal opportunity, you may be subject to disciplinary action.

You may use the grievance procedure to complain about discriminatory conduct. If the matter relates to harassment you should follow the harassment procedure outlined in the following section.

Interclass' concern is to ensure that the staff feel able to raise such grievances and no individual will be penalised unless the grievance is found to be malicious or made in bad faith.

An employee who harasses any other employee for whatever reason will be subject to the Interclass disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, may result in dismissal.

## Monitoring the Policy

Interclass will monitor on a regular basis the effective implementation of the policy and review the policy on the same basis to ensure that it keeps pace with Interclass' growth and external legislation. Regular checks of the employment records will be carried out to monitor the progress of this policy.

In addition, Interclass will closely monitor the diversity of all applicants for job vacancies. Monitoring will also include:

- Taking up training and development opportunities
- Promotion
- Transfer
- Discipline and dismissal
- Leaving employment

The results 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.

The implementation and monitoring of the Equal Opportunity Policy will be an agenda item for all Board meetings.

## Harassment

We are committed to providing a work environment for our employees which is free from embarrassment, intimidation, threats, discrimination or harassment. Harassment for whatever reason will not be tolerated under any circumstances.

The  
**INTERCLASS**  
Group

**The quality construction service**



# The Interclass Group Equal Opportunities Policy

POLICY

We will do all that is reasonably possible to prevent harassment occurring and will take all necessary steps to ensure this policy is implemented effectively.

We recognise that each employee will have a different perception of what constitutes harassment. It is not for Interclass to challenge such perceptions but to treat all such matters seriously.

It is the duty of all employees, and in particular managers and supervisors, to ensure that our policy on such harassment is carried out as quickly and thoroughly as possible.

We recognise that harassment can have the effect of humiliating, offending and demeaning the employee against who it is aimed. As a result, the effectiveness and efficiency of Interclass may be damaged. We consider harassment to have the potential to amount to gross misconduct, which will be dealt with under the disciplinary policy and may lead to dismissal for a first offence.

Any complaints of harassment should be made in writing to your senior manager. If this is not appropriate you should take the matter directly to another senior manager you feel is appropriate. The matter will be dealt with in a discreet and confidential manner and appropriate action taken.

## Racial Harassment

Racial harassment can take on many forms. It is generally considered to be behaviour which is offensive, embarrassing, insulting or intimidating to the victim. It may include any unwanted non-verbal, verbal or physical abuse that is racially derogatory and potentially offensive.

Examples of racial harassment include offensive and insensitive quips and jokes which are related to a person's race, religion or ethnic origin; the deliberate exclusion and isolation of an individual; threatening or insulting words or behaviour; the display of abusive writing or pictures.

## Sexual Harassment

Sexual harassment consists of unwanted conduct of a sexual nature. It will include verbal, non-verbal or physical conduct of a sexual nature which the harasser knew or should have known would cause offence to the other person. Such conduct may include (although this is by no means an exhaustive list), unwanted physical conduct of a sexual nature; inappropriate, suggestive or uninvited comments; displays of sexual or sexually aggressive literature and pictures; unwelcome sexual propositions; staring and leering; or repeated unwelcome invitations; lewd comments or insensitive jokes.

Sexual harassment can apply in situations where the harasser and the other person are of the same gender.

## Action You Can Take If You Are Being Harassed

The first step is to make it clear to the person who is harassing you that such behaviour is unacceptable and that you want it to stop. Person-to-person reproof at an early stage will often be sufficient to stop the harassment without involving third parties. Alternatively, you could seek the help of a trusted colleague and ask them to approach on your behalf the person causing offence.

If the behaviour continues you should consult your manager, who will be able to advise you on what to do next – this may be to make a formal complaint.

If your manager or supervisor is harassing you, you should seek advice from his or her manager.

It is important to keep a written record of such incidents so that you can accurately report what has happened, noting for example the date, time and nature of incidents and the names of any witnesses. If any of your colleagues are being harassed by the same person ask them to keep records too.



# The Interclass Group Equal Opportunities Policy

POLICY

Once you register a complaint it will be fully investigated and where appropriate disciplinary action will be taken. You will not be penalised for bringing a claim which later turns out to be unsubstantiated unless your actions were obviously a case of victimisation of another employee.

## Disability

It is the policy of Interclass to give reasonable consideration to providing facilities for recruitment, employment and promotion of disabled employees.

We are also committed to the aim of continuing to employ those who may become disabled during the course of their employment but remain capable of working.

Interclass is also committed to preventing and discouraging harassment or victimisation of any employee because of his or her disability. We recognise that disabled employees may be the recipients of unwanted conduct based on their disability. Offensive or intimidating behaviour towards a person because of his or her disability (including any impediment of movement, touch, vision or hearing) should immediately be disclosed to your manager. We will offer support to any employee subjected to such harassment and will take disciplinary action against offenders.

## Recruitment

We recognise the specific and particular difficulties that may arise where applicants for positions with us have disabilities. In order to minimise possible discrimination, and to ensure that those with disabilities have every opportunity to be considered for jobs the following procedures will be followed:

- All applicants will be asked to complete an equal opportunities monitoring form. This will allow identification of any disability
- When shortlisted for interview all applicants will be asked if there are any specific matters which we may need to be aware of, e.g. access requirements, seating arrangements, dietary needs, accompaniment, etc.
- For successful candidates the completion of a medical questionnaire so that we may be aware of all disabilities in order to make necessary changes to workplace, etc.

## Employee Responsibility

You have a duty to co-operate with us to ensure that this policy is effective, and to ensure that colleagues are treated with respect and dignity. You should support colleagues who suffer disability harassment and are making a complaint. You should make it clear that you find such behaviour unacceptable and report any such behaviour you may observe.

You are reminded that disability harassment is regarded as gross misconduct. All such allegations will be dealt with quickly and discreetly.

Complaints of disability harassment should be made in accordance with the Interclass procedure on bullying.

## Position Action

Where members of a particular racial group are found to be under-represented at a particular grade of area of work, Interclass should offer training benefits as allowed by Section 38 of the Race Relations Act 1976.

## Advertising

When advertising Interclass will:

- Use a wide range of organisations and publications to advertise the post, with the aim of attracting interest from a wider community
- Ensure that the wording of adverts does not place unfair restrictions or requirements on a particular racial group
- Ensure that all adverts state "we are an equal opportunities employer"
- Jobs will be advertised internally and externally

The  
**INTERCLASS**  
Group

**The quality construction service**



# The Interclass Group Equal Opportunities Policy

POLICY

Training and Development  
Interclass will:-

- Ensure that all employees will have equal and direct access to training and development opportunities regardless of gender, race, colour, disability, marital status, religion, sexual orientation, trade union activity and age (up to 65)
- Interclass will provide relevant equal opportunities training for all employees and particularly those involved in recruitment, selection, training, promotion, discipline & dismissal of employees (including training in gender, disability and racial equality for employees responsible for recruitment and selection).

Evaluate all training provision to ensure that it complies with this Equal Opportunities Policy

## Definition of Terms of Discrimination

- Direct Discrimination results from treating a person less favourably than another because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic (see association discrimination)
- Associative Discrimination direct discrimination against someone because they associate with another person who possesses a protected characteristic
- Perceptive Discrimination direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic
- Indirect Discrimination arises where a condition, rule, policy or even a practice with IntegrateWM that applies to everyone but particularly disadvantages people who share a protected characteristic
- Victimisation occurs when an employee is treated unfairly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint
- Harassment is defined as any behaviour, deliberate or otherwise, directed at an individual, that is found to be offensive or objectionable to the recipient, and that might threaten an employee's job security or create an intimidating environment

Third Party Harassment applies to sex, age, disability, gender reassignment, race, religion or belief and sexual orientation. Employees can make a claim against people (third parties) who are not employees of IntegrateWM regarding harassment

Signed on behalf of **The Interclass Group**

C M Watkins – MCIQB Chairman  
The Interclass Group Wolverhampton

Review Date: **2<sup>nd</sup> January 2019**

The  
**INTERCLASS**  
Group

**The quality construction service**