



C•E•P DEMOLITIONS LTD
COMPETENT - EXPERIENCED - PROFESSIONAL

Equal Opportunities Policy

February 2015

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1. INTRODUCTION

CEP Demolitions Ltd (the Company) was founded in 1983 and is aimed at satisfying the requirements for demolition, emergency demolition, asbestos removal, façade retention, excavation, site clearance and recycling.

The Company recognise the need to provide the client a service that conforms to all aspects of excellent workmanship standards, safety standards, environmental performance and contractually specified requirements.

The Company values its clients and is committed to providing an exceptional service, which complies with their stated policies, requirements and principals. CEP Demolitions Ltd has an excellent and demonstrable reputation for producing high quality work and for managing projects safely with minimal disturbance to others. This has attracted complimentary testimonials from a wide range of clients.

Customer satisfaction can be measured through timely project completion and again we have an excellent and demonstrable record for completing projects within agreed timescales, and in many cases ahead of time where acceleration has been required.

2. EQUAL OPPORTUNITIES STATEMENT

CEP Demolitions Ltd is committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. Throughout CEP Demolitions Ltd there will be a consistent approach in promoting equality and diversity across all areas within the Company through the entire employment relationship from the recruitment process to termination and references.

CEP Demolitions Ltd opposes all forms of unlawful discrimination in relation to employment.

All employees are provided with a copy of this policy and required to abide by it. A copy of this policy is displayed on our staff noticeboards. This policy also covers discrimination by and towards members of the public, sub-contractors and staff from other companies. A copy of this policy is given to our approved sub-contractors.

3. LEGAL FRAMEWORK

The following details the specific acts relating to discrimination law.



Equality Act 2010 - Definitions

Diversity

Is about valuing individual differences. CEP Demolitions Ltd is committed to valuing and managing people's differences to enable all employees to contribute and realise their full potential. CEP Demolitions Ltd recognises that people with different backgrounds, skills, attitudes and experiences can bring fresh ideas and perceptions that will benefit CEP Demolitions Ltd and its clients.

Equality

Is making sure people are treated fairly and given fair chances. **Equality is not about treating everyone in the same way, but recognises that their needs are met in different ways.** Equality focuses on those areas covered by the law, and described as the Protected Characteristics of race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation

Protected Characteristics

The grounds on which discrimination claims can be made:-

Age, Disability, Gender Reassignment, Marriage, and Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex, and Sexual Orientation.

Direct Discrimination

Is treating someone less favourably than others based on a protected characteristic.

Indirect Discrimination

A policy, practice, procedure, provision or criteria that applies to everyone in the same way but might disadvantage a particular protected group, and which cannot be objectively justified in relation to the job.

Harassment

Conduct that violates a person's dignity or creates an intimidating, hostile degrading, humiliating or offensive working environment. The



intention of the perpetrator is irrelevant, it is the impact on the individual which determines whether harassment has taken place.

Victimisation

Treating someone less favourably and discriminating against them because they have pursued or intend to pursue their rights relating to alleged discrimination, complained about the behaviour of someone harassing them or given evidence in someone else's discrimination complaint.

Positive Action

Addressing imbalances in the workforce, by encouraging members of underrepresented groups to apply for jobs. Positive action may be applicable in setting equality targets. No quotas will be set by CEP Demolitions Ltd but equality targets may be set to encourage people from a particular group or groups to apply for a vacancy in CEP Demolitions Ltd in comparison to the local community where they are underrepresented.

Failure to make Reasonable Adjustments

Where arrangements disadvantage an individual because of a disability and reasonable adjustments are not made to overcome the disadvantage.

Associated Discrimination

Discrimination against a person because they have an association with someone with a particular protected characteristic. E.g. a non-disabled person is discriminated against because of the action they need to take care of disabled dependent.

Perceptive Discrimination

Discrimination against a person because the discriminator **thinks** the person possesses that characteristic. E.g. a person is not shortlisted for a job on the bases that the recruiter assumes the applicant does not have the correct VISA to work in the UK as they have a foreign looking name on their application form.



4. EQUAL OPPORTUNITIES IN EMPLOYMENT

The commitment of this company is to the principle of Equal Opportunities in Employment and is a feature of its employment practices and procedures.

5. POLICY PRINCIPLES

This Equality and Diversity policy aims to:

- Ensure integration with equality and diversity practices into all CEP Demolitions Ltd does, and ensure that employees are treated with fairness and respect from each other and from sub-contractors.
- Require CEP Demolitions Ltd to implement fair and just employment practices ensuring that no job applicant or employee will receive less favourable treatment on any grounds.
- Ensure people are recruited and employees promoted solely on the basis of their own merit, experience, ability and potential. This applies throughout the entire duration of employment as all decisions will be based on only relevant merits.
- Provide an environment appropriate to the needs of those from all walks of life, and offer a culture that respects and values each other's differences and promotes dignity, equality and diversity.

6. IMPLEMENTATION OF THE POLICY

The Managing Director is responsible for the policy's day to day implementation.

CEP Demolitions Ltd will ensure that all new employees will receive induction on this policy. The policy will be widely promoted and integrated into all policies and procedures within CEP Demolitions Ltd. Copies of the policy will also be freely available and displayed in CEP Demolitions Ltd's staff noticeboards.

Appropriate training and guidance will be available to promote equality and diversity among staff via toolbox talks.

This policy applies to everyone in CEP Demolitions Ltd and all have a responsibility to be alert to discriminatory behaviours and practices should they occur.



Unacceptable behaviour and practices must not occur, however if a situation arises, it will be dealt with immediately. Breaches of the equality and diversity policy will be regarded as misconduct and will lead to disciplinary action which may include dismissal.

7. RECRUITMENT & SELECTION

It is CEP Demolitions Ltd's policy that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

A fair recruitment process will remove barriers to the employment of people of different backgrounds. This will enable CEP Demolitions Ltd to recruit from the widest pool of talent, potentially raising the standard of their intake and therefore increasing the opportunity of a more diverse workforce which reflects the clients it is serving. A more diverse workforce will improve the organisation's service delivery, as it will include staff with more knowledge and experience meet and aid in meeting the needs and aspirations of clients and potential clients.

To highlight CEP Demolitions Ltd's commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible and any advertisement for a vacancy within CEP Demolitions Ltd will state that an equality and diversity policy is in place. The information contained in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. For those that wish to apply CEP Demolitions Ltd will ensure that all applications will have clear instructions for completion and application forms will be free from personal questions that are not relevant to the vacancy and that may lead to discrimination.

CEP Demolitions Ltd will ensure all staff involved at any stage in the recruitment and selection process will receive equality and diversity awareness training. This will ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly by asking any questions which may lead to discrimination.



8. TERMS AND CONDITIONS OF EMPLOYMENT

As part of the employment relationship being covered under this equality and diversity policy all contracts of employment will be issued in accordance with the job role and not the job holder. Employee's terms and conditions will be standard across all employees regardless of any of the protected characteristics.

Employees will not receive less favourable terms and conditions for any reason other than relating specifically to the job role and the grade it attracts.

9. TRAINING & DEVELOPMENT

Equality and diversity will apply throughout all training activities and resources. Training and development opportunities will be given to all employees according to their job role. It is crucial that all employees are able to participate and enjoy any training opportunities or activities without discrimination or fear of harassment. Every attempt will be made to ensure learning materials will provide a positive image of people reinforcing an image and of equality of opportunity.

10. IF YOU ARE BEING DISCRIMINATED AGAINST

This procedure is contained within the Staff Handbook.

11. DISCRIMINATION INVOLVING MEMBERS OF THE PUBLIC, SUB-CONTRACTORS AND STAFF FROM OTHER COMPANIES

The right to be treated equally with dignity and respect extends to outside sub-contractors and other companies whilst at work who are sometimes referred to as third parties. They can complain and the complaint will be investigated by CEP Demolitions Ltd and appropriate action will be taken.

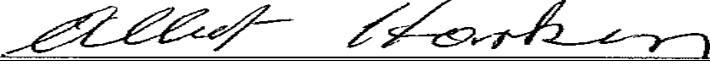
Employees also have a right to complain if they feel they are been discriminated against by those not directly employed by CEP Demolitions Ltd.

12. POLICY REVIEW

This policy will be reviewed on an annual basis or earlier should a change in legislation or good practice be identified. Policy reviews will be approved by the Management Team.



This policy statement has been approved and authorised by:

Name:	Albert Harkess
Position:	Managing Director
Signature:	
Date Approved:	February 2015
Policy Review Date:	February 2016