

- 8.4 Relocating a disabled employee to a more suitable office.
- 8.5 Giving a disabled employee time off work for medical treatment or rehabilitation.
- 8.6 Providing training or mentoring for a disabled employee.
- 8.7 Supplying or modifying equipment, instruction, and training manuals for disabled employees; or
- 8.8 Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact the Designated Officer.

9. Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

10. Acting on Discriminatory Behaviour

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to Mr M Madden Managing Director.

11. Advice and Support on Discrimination

Employees may contact their employee or trade union representative if access to such an individual is possible. Other contacts include:

Equality and Human Rights Commission

Manchester

Arndale House
The Arndale Centre
Manchester
M4 3AQ

London

Fleetbank House
2-6 Salisbury Square
London
EC4Y 8JX

Cardiff

Block 1, Spur D, Government Buildings
St Agnes Road
Gabalfa
Cardiff
CF14 4YJ

Glasgow

151 West George Street
Glasgow
G2 2JJ

Helpline Telephone Number:

Phone: 0808 800 0082

Textphone: 0808 800 0084

Website: www.equalityhumanrights.com

Citizens Advice Bureau

3rd Floor North
200 Aldersgate Street
London
EC1A 4HD

Website: www.citizensadvice.org.uk

Community Legal Services Direct

Telephone: 0845 345 4 345

Website: www.clsdirect.uk

12. The Extent of the Policy

- 12.1 The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Company offers goods and services in a fashion that complies with the spirit of this Policy.
- 12.2 This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.
- 12.3 The Company reserves the right to amend and update this Policy at any time.

This policy has been approved & authorised by:



Marcel Madden BEng {Hons}, CEng, DMS, MIET
Managing Director



This Equal Opportunities and Diversity Policy was compiled by David Wright – 29th April 2020 from a purchased authentic legal template.

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