Equal & Fair Treatment Policy

Statement of policy

We are an equal opportunity employer and do not discriminate against any person in relation to age, race, gender, disability, religious beliefs or sexual orientation and we undertake to observe, as far as possible, the Commission for Racial Equality’s Code of Practice for Employment.

The aim of this policy is to communicate the commitment of the Board of Directors and senior management team to the promotion of equality of opportunity in DRYRIGHT.

It is our policy to provide employment equality to all, irrespective of:
• Gender, including gender reassignment
• Marital or civil partnership status
• Having or not having dependents
• Religious belief or political opinion
• Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
• Disability
• Sexual orientation
• Age.

DRYRIGHT are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.
We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

**To whom does the policy apply?**
Our policy applies to all those who work for DRYRIGHT the organisation including but not limited to:
- Job applicants and potential applicants
- Employees
- Contract workers
- Agency workers
- Trainee workers and students on work experience or placements
- Volunteer workers

**Equality commitments**
We are committed to:
- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by the Board of Directors and senior management.

**Discrimination bullying & harassment at work**
DRYRIGHT does not condone any unwanted conduct affecting the dignity of men and women in the workplace whether it be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

Nor do we condone offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
We believe that individuals should be protected from discrimination both while applying for a job, during it, and in some circumstances, after the working relationship ends (for example in terms of the provision of a verbal or written reference).

We therefore incorporate the terms and conditions of our anti discrimination, bullying and harassment at work policy into our contracts of employment in addition to literature provided to recruitment agencies and job vacancy advertisements.

It is a condition of our contracts of employment that each employee, manager and Director is aware that failure to comply with this policy is a disciplinary offence which may lead to dismissal.

**Encouraging ethnic minority groups into DRYRIGHT**

DRYRIGHT only utilize the services of recruitment agencies who are committed to working in partnership with The Ethnic Minority Employment Task Force to ensure that no one should be disadvantaged in their employment prospects because of their ethnicity.

We believe in encouraging better representation in placements and mentoring schemes for students and graduates of ethnic minorities and we are continually working with our human resources representatives to meet this objective and improve performance in the diversity arena.

**Implementation and making people aware of our policy**

The managing director has specific responsibility for the effective implementation of this policy.

Each director, manager and supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices
• Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
• Ensure that adequate resources are made available to fulfil the objectives of the policy.
• Ensure that all employees, directors, supervisors, managers and agents are aware that failure to comply with the policy may lead to disciplinary action.

**Monitoring and review**

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed annually in consultation with the recognised trade union(s) if appropriate and action taken as necessary.

**Complaints relating to discrimination / harassment or victimisation**

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the company complaints and grievances policy provided to each member of staff.

All complaints will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

• Sex Discrimination Act 1975 & 1986
• Sex Discrimination (Gender Assignment) Act 1999
• Disability Discrimination Act 1995 and Amendment 2005
• Race Relations 1976 and Amendment Act 2000
• Race Relations 1976 and Amendment Regulations 2003
• Employment Equality (Religion or Belief) Regulations 2003
• Employment Equality (Sexual Orientation Regulations 2003 and Amendments 2007
• Employment Equality (Age) Regulations 2006 and Amendment Regulations 2008
• The Asylum & Immigration Act 1996
• Civil Partnership Act 2004
• Equal Pay Act 1970 (Amendment) Regulations 2004
• Human Rights Act 1998
• Employment Act 2002

Employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.
Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

**Vacancy advertising**

Our policy covers all aspects of employment, from vacancy advertising, selecting recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively, wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

Wherever possible, vacancies will be notified to job centres, career offices, schools, colleges, polytechnics, etc, with significant minority group rolls as well as to minority press/media and organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

**Selection and recruitment**

Selection criteria will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person will be involved in the selection interview and recruitment process, and all such personnel will have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing process.

Reasons for selection and rejection of applicants for vacancies will be recorded.