

## **CEC Equality and Diversity – Policy Statement 2018 - 2019**

Cornwall Environmental Consultants Ltd is an Equality and Diversity employer and is committed to the promotion of diversity and the elimination of unfair discrimination on the grounds of (but not restricted to) gender, race, disability, ethnic or national origin, religion, age, marital status, sexual orientation, Trades Union or Staff Organisation membership, political persuasion, employment status and membership of associations.

Cornwall Environmental Consultants implement reasonable adjustments to comply with the Equality Act 2010 and all their buildings meet regulations and requirements relating to this act.

Although these requirements apply to **all employment matters** and are not restricted to recruitment and selection, training and career progression, particular attention is paid to ensuring that all eligible people have equal opportunity for employment and advancement on the basis of their ability, qualifications and suitability for the job.

All staff and volunteers are required to co-operate in the maintenance of our Equality and Diversity policy in all aspects of their work and conduct while on duty. Failure to comply will lead to disciplinary action in accordance with the Trust's & CEC's Disciplinary Policy.

The Equality and Diversity Policy is reviewed on at least an annual basis to ensure compliance with changes in legislation.

The senior staff / Board member responsible for the implementation and monitoring of CEC's Equality and Diversity Policy is **Philip Hills, Director / Consultancy Manager**.

**Date of last review:** 11<sup>th</sup> December 2018

### **Procedures and documents relating to Equality and Diversity:**

- Recruitment Procedure - CEC/150
- Disciplinary and Dismissal Procedure - CEC/165
- Equality and Diversity Policy Monitoring Form

### **CEC is compliant with the following legislation relating to Equality and Diversity:**

#### **Acts of Parliament**

Equal Pay Act 1970  
Human Rights Act 1998  
Civil Partnership Act 2004  
Disability Discrimination Act 2005  
Equality Act 2010

#### **Regulations**

Sex Discrimination (Gender Reassignment) Regulations 1999  
Race Relations Act 1976 (Amendment) Regulations 2003  
Employment Equality (Religion or Belief) Regulations 2003  
Employment Equality (Sexual Orientation) Regulations 2003  
Disability Discrimination Act (Amendment) Regulations 2003  
Employment Equality (Sex Discrimination) Regulations 2005  
Employment Equality (Age) Regulations 2006

*Equal and Diversity Statement ends.*

## **Equality and Diversity Policy**

### **CODE OF PRACTICE**

#### **Our commitment:**

- To ensure that CEC's recruitment procedures promote Equality and Diversity for all
- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- To recognise that every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- To ensure that training, development and progression opportunities are available to all staff.
- To recognise that equality in the workplace is good management practice and makes sound business sense.
- To regularly review all our employment practices and procedures to ensure fairness.
- To monitor employment recruitment methods and applications data.
- To firmly state that any breach of our equality policy, e.g. discrimination, harassment and victimisation, will be regarded as misconduct and will result in disciplinary proceedings.
- To ensure that this policy is fully supported by senior management and is agreed with employees. The policy and its contents are communicated at induction stage, with any changes and/or updates notified and discussed at staff meetings.
- To monitor and review this policy annually.

#### **Recruitment**

See also CEC Recruitment Procedure – ref cec/150

#### **Job description**

The content of job descriptions and person specifications must be strictly relevant to the requirements of the job. Where experience and/or academic qualifications are criteria for selection, these will be geared to the requirements of the job and will not be set at an artificially high standard.

#### **Advertising**

Details of all permanent posts, that are created or become vacant, must be advertised in writing both internally and externally. The advertisement will be designed to appeal to as wide a spectrum of people as possible and who are likely to meet the person specification. Advertisements should make clear the basic requirements and qualifications for the job. All advertisements should state that CEC is an Equality and Diversity Employer.

Every applicant will be sent, in addition to details of the post applied for, a copy of a summary of CEC's Equality and Diversity Policy and an Equality and Diversity monitoring form to complete. This will be used for the monitoring of recruitment practice.

#### **Selection**

The suitability of each applicant will be measured against the requirements for the job by the use of interviews and, where required, selection tests which have been examined to ensure that they are related to job requirements. Shortlisting must be based only on information in the application form using the stipulations of the job description and person

specification as the criteria. The criteria for any initial selection must be objective and consistently applied to all applicants.

A record will be kept and signed of the criteria used in the shortlisting process and of reasons why candidates have been shortlisted or rejected for incorporation into the recruitment monitoring process.

## **Interviewing**

Interviews must be conducted by at least two individuals. Wherever possible the same interviewing panel will be used for a given round of interviews.

Whilst equal treatment for all does not necessarily mean an identical interview for all, the content of questions and interviews should be agreed in advance by those involved and should relate to the person specification and job description. Each interview for a particular post should be broadly similar in form and content so as to ensure a consistent approach to all candidates.

Every interviewer must keep their own written record of the interviewing and selection process. This must be incorporated into the records for use in the recruitment monitoring process. The person chairing will sign a record of the reasons for selecting and rejecting candidates. Candidates will be informed that a record is kept.

In determining whether to reject a candidate, interviewers must consider only factors relevant to the job. The criteria applied to the interview must be those listed in the job description and person specification. Interviewers must not ask questions about personal circumstances unrelated to the requirements of the job.

Where there is doubt about a disabled candidate's suitability for employment because of the nature of the disability, further advice must be sought as to the nature of the disability and the availability of aids to employment or adaption of buildings before a decision is taken. A successful disabled candidate will be appointed subject to the availability of resources to make the necessary adaptations. CEC will also look at its method of work with the aim of amending them, if reasonably possible in order to accommodate the disability.

If any member of an interviewing panel, or any candidate for interview, feels that discrimination has occurred in the selection process, the matter should be recorded and reported immediately to the Consultancy Manager or one of the directors. No decision will be made until the issue is resolved.

## **Appointment**

Every person employed by CEC must be made aware at the earliest opportunity of the CEC's Equality and Diversity Policy, of the application of the policy and of that person's role in carrying out the policy, as stipulated in the person's job description.

## **Promotion**

CEC aims to promote employees on a fair and non-discriminatory basis where opportunities are available. In order to achieve this, the promotion criteria will relate specifically to an assessment of the individual's ability to handle the proposed promotion. The Trust will periodically review the promotion procedure under the monitoring section of the policy.

## **Training**

CEC aims to provide training opportunities which will allow all employees to develop skills appropriate to their job and to further their career development. Those responsible for organising in-service training must ensure that there is regular monitoring of participants on all training courses to see whether any groups are being under-represented. This will include a record of training received by individuals. The staff appraisal system should identify training needs and it is the responsibility of the Director to look at suitable ways of meeting those needs.

CEC is committed to providing training for staff subject to the availability of resources, so that the Equality and Diversity Policy on service delivery can be implemented and the training plan followed and updated.

## **Equal Pay**

CEC acknowledges that men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Treaty of Rome and is enforceable under UK Law.

All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work rated as equivalent and for work of equal value.

CEC will review existing and future pay policies and structures and continue to monitor the impact of such policies and structures.

CEC will eliminate the possibility of bias on the grounds of sex arising in its pay structures and will accordingly fairly pay all its employees, justly rewarding everyone for their contributions to CEC's continuing success.

## **Harassment at work**

Harassment is unsolicited and unwelcome workplace behaviour which adversely affects the dignity of the recipient.

Where the behaviour is motivated by gender, marital status, race, colour, national or ethnic origin, nationality or disability it also amounts to infringement of equal employment opportunity.

CEC is committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists and it has been made clear that it is regarded as offensive by the recipient, although a single offensive act can amount to harassment if it is sufficiently serious.

Any form of harassment will be considered a potential disciplinary matter.

## **Sexual harassment at work**

Sexual harassment is conduct at work directed towards an employee by another employee or group of employees which is of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome or offensive to the recipient.

The following are examples which illustrate the sort of conduct which may be treated as sexual harassment. This is not an exhaustive list:

- unwanted physical contact, or conduct which is intimidatory, or physically or verbally abusive. Harassment can also be non-verbal, for example, staring or gestures;
- suggestions that sexual favours may further a person's career, or that refusal may hinder it;
- sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
- derogatory or demeaning remarks based on gender, or the display of sexually explicit material in the workplace.

Sexual harassment is a form of denial of equal employment opportunity that has the effect of insulting and demeaning the employee who is harassed.

## **Racial Discrimination**

Racial harassment is conduct at work directed towards an employee by another employee or group of employees which is of a racial nature, or which is based on a person's race, colour or origins, and which is regarded as unwelcome or offensive to the recipient.

The following are examples that illustrate the sort of conduct which may be treated as racial harassment. This is not an exhaustive list:

- Jokes about race.
- Offensive names used.

- References to people by offensive racist descriptions.
- Verbal or physical abuse because of a person's race or colour.
- Detrimental behaviour because of a person's race.
- Denial of opportunity because of race.

A situation of harassment may be resolved informally, by talking directly to the person who is responsible for the harassment. However if an employee believes that are the subject of harassment they should make a formal complaint to their line manager or if the complaint is about their manager to the next level of management. Depending on the seriousness of the allegation, the alleged harasser may be suspended on full pay while the matter is being investigated under CEC's disciplinary procedures.

### **Grievance/ Disciplinary procedure**

See also CEC Disciplinary & Dismissal Procedure – ref cec/165

No member of staff or any volunteers should have to suffer any treatment which contravenes their basic human rights from other members of staff or volunteers. Complaints of discrimination, abuse, harassment, etc, will be treated seriously and investigated with all possible speed, confidentiality and sensitivity. Such activities, if established against CEC staff (or volunteers), will be dealt with as misconduct under CEC's disciplinary procedure as laid out in the Statement of Employment and CEC's Disciplinary & Dismissal Procedure (procedure ref cec/165). Anyone feeling that a complaint has not been properly acted upon is entitled to use the grievance procedure. A right of appeal exists for all parties.

## **Summary of Legislation**

### **Acts of Parliament**

Equal Pay Act 1970  
Human Rights Act 1998  
Civil Partnership Act 2004  
Disability Discrimination Act 2005  
Equality Act 2010

### **Regulations**

Sex Discrimination (Gender Reassignment) Regulations 1999  
Race Relations Act 1976 (Amendment) Regulations 2003  
Employment Equality (Religion or Belief) Regulations 2003  
Employment Equality (Sexual Orientation) Regulations 2003  
Disability Discrimination Act (Amendment) Regulations 2003  
Employment Equality (Sex Discrimination) Regulations 2005  
Employment Equality (Age) Regulations 2006

The main legislation relating to CEC's Equality and Diversity Policy is:

#### ***The Equal Pay Act 1980***

The Equal Pay Act 1980 (and its amendments, 1983 ) establish the rights of women and men to equal treatment in relation to contractual terms and conditions of employment when they are employed on the same or broadly similar work, or on work if though different is of equal value.

#### ***The Equality Act 2010***

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

It replaced the following legislation:

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995

**CEC Ltd - Equality and Diversity monitoring form**

Please complete this form which helps us to monitor applicants for Equality and Diversity purposes. The data will be kept confidentially in line with Data Protection legislation and will only be used for general statistical and monitoring purposes, will remain anonymous and not be taken into account in assessing information on your application form.

Title of the job applied for	
Location	

**Gender**

Male	
Female	

**Ethnic origin**

Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups. You might belong to any of the groups indicated.

How would you describe your ethnic origin?

British	
Irish	
Welsh	
English	
Scottish	
Any other white background	
White and Asian	
White and Black Caribbean	
White and Black African	
Any other mixed background	
Indian	
Pakistani	
Bangladeshi	
Any other asian background	
Caribbean	
African	
Any other black background	
Chinese	
Any other Chinese background	
Any other ethnic background – please specify	
Do not wish to declare my ethnic group	

**Age**

16-25	
26-35	
36-45	
46-55	
56-65	
Over 65	

**Are you**

Parent	
Professional	
Other	

**Disability details**

Do you consider that you have one or more impairments such as those listed below?

Yes	
No	
Do not wish to declare	

- Cerebral palsy
- Physical impairment
- Dyslexia / dyspraxia
- Speech impairment
- Mental health condition current or previous (e.g. depression)
- Blind or impaired vision not correctable by glasses
- Deaf or hard of hearing
- Wheelchair user
- Autism
- Learning difficulties
- Long-term medical condition or illness (including anything for which you take regular prescribed medication or need regular medical treatment e.g. diabetes, cancer, epilepsy, asthma etc.)

This list is not exhaustive.

***Thank you.***



**Signed:**

**Print Name:** Phil Hills

**Job Title:** Consultancy Manager

**Date:** 11<sup>th</sup> December 2018

*Equality and Diversity Policy ends.*