



Ashtead Plant Hire Co. Ltd

Equal Opportunities Policy Statement

It is Ashtead Plant Hire Limited's policy not to discriminate against job applicants or workers on the basis of their gender, sexual orientation, marital or civil partner status, gender re-assignment, race, religion or belief colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee.

Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. Ashtead Plant Hire Limited shall at all times strive to work within legislative requirements as well as promoting best practice. We will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees.

This policy is for guidance only and shall be provided to all workers, but does not form part of your contract of employment.

All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, Ashtead Plant Hire Limited may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour. This policy applies equally to the treatment of our visitors, clients, customers and suppliers by our workers.

All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy you should contact the Human Resource Department to request guidance.

SCOPE AND PURPOSE OF THE POLICY

Ashtead Plant Hire Limited will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

Ashtead Plant Hire Limited will take appropriate steps to accommodate the requirements of workers religions, cultures and domestic responsibilities. The Human Resources Department should be contacted for specific guidance on our approach to these issues and your entitlements.

FORMS OF DISCRIMINATION

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in the Scope and Purposes Policy. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination.

Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their race or sex. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex.

Discrimination also includes victimisation, that is less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard, and harassment.

RECRUITMENT AND SELECTION

Ashtead Plant Hire Limited aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in the Scope and Purpose of Policy. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Ashtead Plant Hire Limited shall take steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups under-represented in Ashtead Plant Hire Limited. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups.

STAFF TRAINING AND PROMOTION AND CONDITIONS OF SERVICE

Staff training needs will be identified through regular staff appraisals. All workers will be given an equal opportunity and access to training to enable them to progress within the organisation. All promotion decisions will be made on the basis of merit.

TERMINATION OF EMPLOYMENT

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not indirectly discriminate against employees.

We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

DISABILITY DISCRIMINATION

If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise your line manager or the Human Resources department of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. Your line manager or the Human Resources department may wish to consult with you and with your medical advisers about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with the information as to the basis of our decision not to make any adjustments.

FIXED TERM EMPLOYEES AND AGENCY AND TEMPORARY WORKERS

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities.

PART TIME WORKERS

Ashtead Plant Hire Limited will monitor the conditions of service of part-time employees and their progression within Ashtead Plant Hire Limited to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately under the flexible working procedure.

If you believe that you may have been disadvantaged on any of the unlawful grounds listed in this policy, you are encouraged to raise the matter through the Company's grievance procedure. If you believe that you may have been harassed on any of the unlawful grounds listed in this policy, you are encouraged to raise the matter through our harassment and bullying policy. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise acted in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Ashtead Plant Hire Limited will always take a strict approach to serious breaches of this policy.

We should all pay a part in eliminating discrimination. You will have personal responsibility to comply with this policy. Anyone who takes part in discriminatory conduct may also be sued personally by the victim and in serious cases may face criminal charges.

MONITORING AND REVISION OF POLICY

This policy is reviewed annually by the Human Resources department.

We will regularly monitor the effectiveness of this policy to ensure it is achieved in the objectives set out by monitoring the composition of job applicants and the benefits in career progression of its workers. Employees and job applicants may be asked to complete a form stating their sex, race, ethnic origin, marital status, sexual orientation, any disability, or religion or belief. We guarantee that this form will be used only for the purposes of monitoring the effectiveness of our equal opportunities policy.



Sat Dhaiwal
Chief Executive Officer - Ashtead Plant Hire Co. Ltd

