

EQUAL OPPORTUNITIES POLICY

CC Communications Ltd aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. CC Communications Ltd respects and values the diversity of its staff and users.

This means that all CC Communications Ltd staff and users should understand and respect that there is a diverse work force and user community and that everyone has the right to be treated with dignity and equality. This includes the legal and ethical requirement for CC Communications Ltd to provide public services and conditions of employment that are appropriate to the needs of a diverse society.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and users to enable us, both individually and corporately, to achieve our aims.

CC Communications Ltd will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and users. In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

Management Responsibilities

It is the responsibility of all managers from directors and departmental heads to junior supervisors to:

- ensure that the standards established within this policy are adhered to within their own area of responsibility.
- familiarise themselves with the procedures in all Equal Opportunities documentation
- ensure that they are not instructing employees to act in a discriminatory manner
- ensure they are not putting pressure on employees to discriminate
- bring the details of the policy and procedure documents to the attention of all staff
- ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by ongoing training

Staff Responsibilities

It is the responsibility of employees at all levels to:

- co-operate with any measures introduced to ensure equality of opportunity
- report any discriminatory acts or practices
- not induce or attempt to induce others to practice unlawful discrimination
- not victimise anyone as a result of them having reported or provided evidence of discrimination
- not harass, abuse, bully or intimidate others

Legal Responsibilities

Over and above the provisions set out in its own policy and procedures, the Office is also bound by certain legal responsibilities in the field of equal opportunities. These are set out in full in the Procedural document but include:

- ◆ **The Race Relations Act 1976 (as amended)**
- ◆ **The Equal Pay Act 1970, Equal Pay (Amendment) Regulation 1983 and Sex Discrimination Act 1975 and 1986 (as amended)**
- ◆ **Disability Discrimination Act 1995**
- ◆ **European Law**

ADDITIONAL INFORMATION

The Equal Opportunities Procedure Document explains in detail where individuals can get help and how to complain about discrimination and harassment. The Office undertakes to assure individuals that allegations will be taken seriously, treated confidentially and investigated quickly. Employees will be protected against victimisation for making a complaint or supporting a complainant in making a complaint.

This policy statement will be displayed on notice boards. Any queries about the policy or associated procedure should be made to the Personnel Department. This policy will be reviewed annually together with the Trade Unions.

2. USEFUL DEFINITIONS

What is Discrimination?

Discrimination in employment happens as a result of prejudice, misconception and stereotyping which in turn hinders the proper consideration of an individual's talents, skills, abilities, potential and experience. It can be direct or indirect, intentional or not intentional. What is most important is that certain forms of discrimination are not just unfair - they are illegal



Direct Discrimination

Direct discrimination takes place when a person is treated less favourably than others (in the same circumstances) on the grounds of their race, sex, disability etc.

For example, a job advertisement which states that "Only those who have English as their first language may apply".

Indirect Discrimination

Indirect discrimination means applying a condition, or requirement, which adversely affects one particular group more than another, and cannot be justified in terms of the requirements for performing a job.

For example, a line manager who only offers overtime to full time members of staff (the group being directly discriminated against will be part timers but where female part timers form the majority of the part time group they would be eligible to claim indirect discrimination on the grounds of gender).

Victimisation

Victimisation consists of taking action against a person for asserting their rights under the law.

For example, a member of staff who has spoken to their line manager about being the subject of racial harassment by another member of staff and who is subsequently ignored by a group of staff within the section.

Harassment/Bullying

Harassment and bullying take many forms, occurs on a variety of grounds and may be directed at one person or many people. In general terms it can be described as persistent unwanted behaviour which a person finds intimidating, upsetting, embarrassing, humiliating or offensive. Chapter 5 deals with harassment and bullying in more detail.

Positive Action

Positive Action is allowed by law to encourage employees who are members of disadvantaged groups which have been under-represented in particular work areas to receive special training programmes so as to enable them to compete equally for jobs.

Positive Discrimination

Positive Discrimination is where an employer discriminates in favour of a certain group with the intent of raising the profile of that particular group. It is illegal in this country but used widely in the USA and allows employers to limit activities to specific under-represented groups.

For example, a company advertises for Asian staff due to the fact they are under-represented in the workforce.

Genuine Occupational Qualification

The law recognises that there will be occasions when it is necessary to restrict certain jobs to certain categories or groups of people. This is rare and an employer would have to demonstrate that they have researched the requirement thoroughly



before setting it. These are referred to as genuine occupational qualifications or GOQs.

For example, an employer whose work requires them to recruit a female to work in a woman's refuge may place this requirement as part of the selection criteria.

3. LEGAL RESPONSIBILITIES

Over and above the provisions set out in its own policy and procedures, The National Archives is also bound by certain legal responsibilities in the field of equal opportunities. The key areas of these are as follows:

Equal Pay Act 1970:

http://www.womenandequalityunit.gov.uk/legislation/equal_pay_act.htm

Sex Discrimination Act 1975:

http://www.womenandequalityunit.gov.uk/legislation/equal_pay_act.htm

Race Relations Act 1976, Race Relations (Amendment) Act 2000, Race Relations Act 1976 (Amendment) Regulations 2003:

<http://www.cre.gov.uk/legal/rra.html>

Disability Discrimination Act 1995:

<http://www.drc-gb.org/thelaw/thedda.asp>

Employment Rights Act 1996:

<http://www.opsi.gov.uk/acts/acts1996/1996018.htm>

Employment Act 2002:

<http://www.dti.gov.uk/employment/employment-legislation/employment-act-2002/index.html>

Religion or Belief Regulations 2003, Sexual Orientation Regulations 2003, Age Discrimination Regulations 2006:

<http://www.dti.gov.uk/employment/discrimination/index.html>

European Law

There has been various legislation relevant to equality of opportunity which has emanated from Brussels. This includes Article 119 - Treaty of Rome (), the Equal Pay and Equal Treatment Directives of 1975 and 1976 and the European

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Commission recommendation and Approved Code of Practice on the Dignity of Women and Men at Work 1991.

Codes of Practice

Additionally, evidence of non compliance with the Codes of Practice (incorporated in this policy and procedural document) issued by the Cabinet Office is admissible before an Employment Tribunal and will usually lead the Tribunal to draw the inference that an unlawful act of discrimination has occurred.

Contracts

All PRO contracts will include wording which ensures that those undertaking the contract understand the stance taken by the Office. The following wording will be incorporated:

“1.1 The contractor shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations Act 1976 or any statutory modification or re-enactment of that Act or any other relating to discrimination in employment.

1.2 The Contractor shall take all reasonable steps to secure that all servants, employees or agents of the Contractor and all sub contractors employed in the performance of the contract do not unlawfully discriminate as set out in Condition 1.1

Signatory confirmation:

Signature:

Ian Crowther.....

Position: Director

Date: 24/06/2009.....

Ian Crowther

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