

## SNIFE TRAINING SERVICES LTD

Bellevue House, 22 Hopetoun Street, Edinburgh EH7 4GH  
T 0131 524 1245 F 0131 557 8409 E training@snipef.org  
www.becomeaplumber.org



## EQUAL OPPORTUNITIES POLICY

The Equality Act 2010 specifies 9 areas that are termed in the legislation as protected characteristics. These include (in no particular order):

- Age
- Sex
- Race
- Disability
- Pregnancy
- Marital status
- Sexual orientation
- Gender reassignment
- Religious background

Discriminating against workers because of any of the nine characteristics is against the law.

The Company is committed to encouraging equality and diversity among its workforce, and eliminating unlawful discrimination and is committed to the principle of Equal Opportunity in employment. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

The Company in providing services and/or facilities - is also committed against unlawful discrimination of employees, trainees, outsourced providers and the public and expects employers training an apprentice under the MA Programme to comply with the requirements of this Equal Opportunities Policy

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment and in the employment of firms using the Company's service, whether temporary, part-time or full-time.
- not unlawfully discriminate by breaching the requirements of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

The Company commits to:

- encourage equality and diversity in the workplace as representing good practice and good business sense.
- create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes all staff and their rights and responsibilities under this policy. Responsibilities include staff conducting themselves in way that helps the Company provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the Company's work activities. Such acts will be dealt with as misconduct under the Company's grievance and/or disciplinary procedures, and appropriate action will be taken. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Employers, placement providers and sub-contractors used by the Company are to undertake recruitment, selection, training, development and promotion designed to ensure that no job applicant, employee or trainee receives less favourable treatment due to any of the protected characteristics above. The Company will ensure (to the best of its ability) that all stakeholders have an Equal Opportunities Policy in place and adhere to the requirements of that policy.

Apprentices enrolled on the Company's MA Plumbing Programme can gain advice and assistance from the Company's Regional Officers and/or Head Office staff.

The consistent application and effectiveness of this policy will be regularly monitored and reviewed by Top Management and annually by the Board.

This policy takes effect from the date below -

Signed *Paul Little* ..... Chairman ..... *12/4/2019* Date

Signed *Giona R. Hodgson* ..... Chief Executive ..... *12/4/19* ..... Date

This policy was adopted on *12/4/2019* Due for review on *April 2020*