



COMPANY PROCEDURES

Procedure Number: 5.8 **Issue No:** 3
Prepared By: K.Knight **Date:** 26/01/06
Authorised By: A. Ramsbottom **Date:** 22/02/07
Procedure review date: February 2009

EQUAL OPPORTUNITY POLICY/PROCEDURE

1. **SCOPE**
 - 1.1 This procedure applies to personnel at Traffic Signals UK Ltd and Microsense systems Ltd and outlines the steps needed to establish and complete equal opportunities. Traffic Signals UK Ltd and Microsense systems Ltd will be referred to as The Company
2. **PURPOSE**
 - 2.1 This is to establish a way of working within the company. To give a consistent approach to all employees.
3. **HISTORY**
 - 3.1 This procedure replaces 5.8 issue 1 with the removal of the recruitment section as this has been made in to a separate procedure. The addition of the appendix Equal Opportunity Policy This is to be displayed in each Service Centre notice Board.
4. **COMPANY STATEMENT**
 - 4.1 The Company is an equal opportunities employer. The aim of its policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, having dependants, sexual orientation, age, disability, trade union activity, political or religious belief, or part time status.
 - 4.2 Selection criteria and procedures will be kept under review to ensure that individuals are selected, trained, promoted and treated on the basis of relevant merits and abilities.

- 4.3 All employees will be given equal opportunities and, where appropriate special training to progress within the organisation.
- 4.4 In line with our principles as an employer to ensure the celebration of cultural diversity and the encouragement of all staff and others who work with us to understand, support and act creatively to implement this policy.
- 4.5 These principles also extend to all members of the general public, sub contractors, suppliers and clients with whom we work with.
- 4.6 The Company is committed to a programme of action to make this policy fully effective and monitoring will be carried out.
- 4.7 We accept our responsibility to ensure that no employee or applicant is discriminated against as defined by the provisions of the:
- Race Relations Act 1976, Amended Race Relations Act 2000
 - Sex Discrimination Act 1975
 - Disability Discrimination Act 1995
 - Equal Pay Act 1994
 - Employment Equality (Age) Regulations 2006

5 **Relevant Acts of Parliament**

- 5.1 Section 71 of the 1976 Race Relations Act places on a company a general duty to make appropriate arrangements with a view to securing that their various functions are carried out with due regard to the need:
- a) To eliminate unlawful racial discrimination; and
 - b) To promote equality of opportunity and good relations between persons of different racial groups.
- 5.2 It is unlawful to discriminate against a person, directly or indirectly, on grounds of race in the field of employment. Examples of indirect discrimination would be recruiting from sources which exclude areas of high settlement of racial minority groups, or setting language tests or educational qualification levels above the minimum required for the post.

6 **The Equal Pay Act 1970 and Sex Discrimination Act 1975**

- 6.1 This Act makes it unlawful to discriminate, directly or indirectly, on grounds of gender. Indirect sex discrimination can occur where a requirement or condition is applied equally to men and women. Such requirement or condition may nevertheless, discriminate indirectly because the proportion of the other sex which can comply with it. In a case brought before an industrial Tribunal an employer would be required to show that the requirement complained of is necessary for the job, irrespective of gender. Equal treatment of employees in respect of pay and terms of contract, must prevail. Marriage discrimination occurs where a married person is treated less favourably, on grounds of marital status, than unmarried persons of

the same sex would be in same or not materially different circumstances.

7 **The Disability Discrimination Act 1995**

7.1 This legislation provides that an employer with 15 or more workers cannot discriminate against employees, either current or prospective, with disabilities because of a reason relating to their disability.

8 **The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000**

8.1 Under these regulations, it is unlawful for an employer to discriminate against workers on the basis that they work part-time. In general, part-time workers are entitled to the same pay and benefits as full time workers on a pro rata basis, and must not be excluded from access to training or treated less favourably in a redundancy situation.

9 **The Employment Equality (Sexual Orientation) Regulations 2003**

9.1 These regulations prohibit discrimination on the grounds of sexual orientation. They cover direct and indirect forms of discrimination as well as harassment and victimization. The law also gives protection to people who are perceived to be lesbian, gay or bisexual so that an employee does not have to “prove” their sexual orientation in the tribunal.

10 **The Employment Equality (Religion or Belief) Regulations 2003**

10.1 These regulations outlaw harassment and both direct and indirect discrimination on the grounds of religion or disbelief. They cover direct or indirect forms of discrimination on the grounds of religion PR belief and cover all aspects of the employer-employee relationship including recruitment, working conditions and training.

10.2 **The Employment Equality (Age) Regulations 2006**

These regulations make it unlawful on the grounds of age to discriminate against anyone directly or indirectly including harassment that violates a persons dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them.

11 **Policy Communication**

11.1 A copy of this Equal Opportunities Policy is displayed on our Company notice board at all times as well as being contained in the Employee Information Binder which is readily accessible by all employees. The Policy will be specifically communicated to all new employees during the induction process.

12 **Training and Promotion**

- 12.1 The Company recognises that training and development are essential to maximise the economy, efficiency and effectiveness of its workforce and will ensure that training needs within the Company are properly determined and adequately met.
- 12.2 All employees will have equal access to training and promotion opportunities provided by the Company and will be encouraged to take advantage of opportunities which become available.
- 12.3 The Company will provide training opportunities which will allow employees to develop skills appropriate to their job and to further their career development. All employees will be made aware of the Company's Equal Opportunities Policy for employment and the commitment contained therein regarding training.
- 12.4 Positive action training initiatives will be devised, where required, for targeted groups so that they are able to compete on an equal basis for vacancies and for promotion within the Company.
- 12.5 All Managers and staff involved in the recruitment and selection, including promotion, of external applicants or current employees will receive appropriate training in equal opportunities.
- 12.6 Positive action training initiatives will be devised, where required, for targeted groups so that they are able to compete on an equal basis for vacancies and for promotion within the Company.

13 **Other Personnel Procedures**

- 13.1 It is unlawful to discriminate (e.g. on the grounds of race, sex, sexual orientation, religion, belief or disability) in the operation of grievance, discipline, appeal, redundancy or any other procedures.
- 13.2 It should not be assumed that individual's complaining regarding the above are being over-sensitive about discrimination, nor should grievances be treated lightly or ignored.
- 13.3 An unlawful breach of the Race Relations Act, Disability Discrimination Act, Sex Discrimination, The Employment Equality (Religion or Belief Regulations and The Employment Equality (Sexual Orientation) Regulations, e.g. racial or sexual abuse, harassment or victimisation, will constitute gross misconduct and may warrant summary dismissal.

14 **Monitoring**

- 14.1 It is good management practice to ensure that the Company's policies are being implemented effectively. The Commission for Racial Equality Code of Practice for employment advocates that employers should monitor their Equal Opportunities policies. There can be cases where the company's policies are ignored unconsciously and this could lead to the law being broken. To safe guard against this it is essential that the Equal Opportunities Policy, particularly in relation to recruitment, promotion, training and transfer is effectively monitored.
- 14.2 A survey of the racial or ethnic group, gender and disabled composition of the workforce according to post, the length of service and categorised by department is to be undertaken. All employees will have the right to check their classification and data will be maintained separately from personal record files.
- 14.3 The Company will adopt Equal Opportunities monitoring particularly in relation to recruitment and job applications from different ethnic groups. This will provide for regular monitoring and details of the practice, once finalised, will be incorporated into this policy.
- 14.4 The monitoring data to be kept by the Company will be provided regularly to relevant managers. This information will not identify any individual. Accurate records will enable the Company to:
- a) Have reliable statistical data of the distribution groups within the workforce and identify changes over time;
 - b) Use the data in cases of grievance and Employment Tribunals;
 - c) Use the data for reviewing the Company's recruitment and selection process and make the necessary changes.

15 **Reviews**

- 15.1 Regular reviews will be made to monitor the effectiveness of the Company's positive equal opportunities policies and where appropriate, further changes will be made.

16 **RESPONSIBILITIES**

- 16.1 It is the duty of all employees to be responsible for this policy implementation; however the main responsibility is with the Managing Director.
- 16.2 The Company Management at all levels has the primary responsibility for the successful application of the policy:
- By not discriminating in the course of employment against fellow employees or job applicants;
 - By not inducing or attempting to induce others to practice unlawful discrimination;

- By bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy.

- 16.3 Employees have the responsibility to ensure they assist in the implementation of this policy:
- By not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom contact is made;
 - By not inducing or attempting to induce others to practice unlawful discrimination;
 - By reporting any discriminating action to the Company Management.

- 16.4 It should be noted that any breach of the Company's Equal Opportunities Policy will amount to a breach of contract and render the offending employee liable to disciplinary action.

17 **REFERENCES**

- 17.1 Several acts and Regulations have been quoted and explained in the text of this document please see relevant sections.

18 **ATTACHMENTS**

- 18.1 Equal Opportunities Policy Foreword

TSEU GROUP

Microsense Systems

Traffic Signals UK



EQUAL OPPORTUNITIES POLICY

The TSEU Group [The Board] are committed to promoting equality and fairness in all their activities and aim to develop a workplace that is free from discrimination and unfair treatment.

We will be playing our part in ensuring that no employee, including future employees, are subjected to behavior or treatment which might create an offensive and intimidating atmosphere within the workplace or which could create a climate of unease and uncertainty in the minds and emotions of all employees.

The Board recognises that harassment/bullying can create such an environment, which can affect the health, confidence, morale and job performance of employees. In recognition of its managerial, legal and moral responsibilities towards its employees, the Board is committed to the achievement, as far as is practically possible, of a work environment where all employees are treated with respect and dignity.

Effective leadership at all levels within the organisation is probably the most important aspect of delivering a positive working environment where all employees are valued for their input and treated fairly, and in this respect never was the expression, "What you permit, you promote" more appropriate.

This statement is intended to promote inclusiveness and therefore applies to everyone in the diverse communities, which the company operates, including men and women, with and without children, and people from all religions, ethnic backgrounds and sexual orientations. The aim of the Board is to have a workforce which is representative of the population of the communities in which it operates.

A commitment to Fairness, equality and diversity

Gary Higgins

A handwritten signature in black ink, appearing to read 'GH', written over a horizontal line.

Date: 14th February 2007
Managing Director

Andrew Ramsbottom

A handwritten signature in black ink, appearing to read 'AR', written over a horizontal line.

Date: 22/2/07
Managing Director