



Equal Opportunities



EQUAL OPPORTUNITIES POLICY



CONTENTS

| | |
|--|----------|
| 1. POLICY STATEMENT | 3 |
| 2. RESPONSIBILITIES | 3 |
| FUNCTIONAL DIRECTORS/ MANAGERS ARE RESPONSIBLE FOR: | 3 |
| EMPLOYEES ARE RESPONSIBLE FOR: | 4 |
| HUMAN RESOURCES PROFESSIONALS ARE RESPONSIBLE FOR: | 4 |
| 3. PROTECTED CHARACTERISTICS | 4 |
| 4. PUTTING OUR EQUAL OPPORTUNITIES POLICY INTO PRACTICE | 5 |
| SELECTION CRITERIA | 5 |
| SELECTION PROCESS | 5 |
| POSITIVE ABOUT DISABILITY | 5 |
| COMMUNICATION | 5 |
| CAREER DEVELOPMENT AND TRAINING | 6 |
| TERMS AND CONDITIONS | 6 |
| OPERATION OF DISCIPLINARY/GRIEVANCE POLICIES | 6 |
| APPEARANCE | 6 |
| IMPLEMENTATION | 6 |

1. Policy statement

FFEI Limited is an Equal Opportunity Employer and recognises the value of diversity in people, ideas and culture in ensuring the profitable growth of our business. As a result we need to create an environment where all our employees can give of their best and contribute to their maximum potential so that we can make best use of their talents and abilities.

We believe that having a workforce made up of different types of employees, much as our society and customer base consists of a wide variety of individuals, will enhance the success of our business. This means creating a workplace where

- people's differences are recognised, accepted and valued
- the only acceptable form of discrimination is on the basis of ability
- everyone believes in the principle of promoting equal opportunity and the practices in place to ensure this policy is followed.

In order to create this type of workplace we will:

- select, recruit, develop and promote the best people, basing our judgements solely on ability and competence for the job
- ensure that all applicants and employees receive fair and equal treatment for all, including groups with Protected Characteristics as defined by the Equality Act 2010 - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation
- ensure that all employment conditions and job requirements reflect our commitment to equal opportunities
- maintain a working environment free from harassment, victimisation, bullying or any other form of intimidation
- ensure that our business relationships with customers and suppliers reflect our commitment to equal opportunities.

2. Responsibilities

In order to put our equal opportunities policy into practice, everyone has a vital part to play. More specifically:

Functional Directors/ Managers are responsible for:

- applying our policy across their area of responsibility and creating an environment of equal treatment at all times
- treating all employees fairly, by listening to and giving due consideration to their views and those of anyone speaking or acting on their behalf

- dealing quickly and sensitively with any complaints and allegations of discrimination, including harassment, and disciplining those who breach our policy

Employees are responsible for:

- contributing to an environment free of discrimination and harassment by behaving appropriately and being aware of the actions they need to take
- raising any issues of concern or difficulty with their immediate Manager or through the Human Resources team
- complying with our policy at all times and encouraging others to do the same. This means:
 - reporting any suspected discriminatory acts or practices
 - not inducing or attempting to induce others to practice discrimination, including harassment
 - not victimising anyone as a result of their having reported or provided evidence of discrimination, including harassment

Human Resources professionals are responsible for:

- assisting line management by providing advice and guidance
- keeping up to date with best practice, current trends and research
- producing and maintaining policies, procedures and guidelines
- making everyone aware of their responsibilities in carrying out this policy and ensuring appropriate training is provided
- monitoring compliance with all aspects of our policy.

3. The protected characteristics are:-

- Age
- Disability
- Gender re-assignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

4. Putting our equal opportunities policy into practice

Selection Criteria

- No recruitment will take place without a clear definition of requirements based on an analysis of essential and desirable skills, experience, qualifications, abilities, knowledge and behaviour needed against the demands of the job. The introduction of irrelevant selection criteria may have the effect of restricting the choice and diversity of candidates
- With the exception of prescribed government programmes (e.g. modern apprentices), preferred age ranges will not be used as selection criteria.
- We do not rely solely on word of mouth recruiting as this may perpetuate under-representation of certain groups.

Selection Process

- Once the best range of possible candidates has been identified, selection will take place against the fair and relevant criteria agreed using appropriate methods.
- Reasons for selection and non-selection will be documented at all stages of the selection process.
- Selection decisions will be taken by more than one person.
- Our criteria and methods of selection be reviewed on a regular basis.

Positive about disability

- We will always examine our selection process and arrangements to assess whether or not these can be adjusted in any way to enable a registered disabled person to be considered, if he or she is deemed likely to be able to perform the job, apart from the effects of his/her disability.
- Practical arrangements will be made so that registered disabled people can participate in selection processes.
- Wherever practical and safe, we will attempt to make our facilities conducive to the employment of the disabled and will always consider ways in which our facilities, processes and procedures can be appropriately tailored.
- Wherever practicable, we will make every effort to retain in employment an employee who becomes disabled during the course of employment.

Communication

- We will make our commitment to promoting equality of opportunity clear in all our recruitment literature.

Career development and training

- All Managers and everyone involved in key processes such as selection, development, assessment, training and coaching will receive appropriate training to ensure that they have a clear understanding of our equal opportunities policy and legal requirements as well as being equipped with the skills to carry out these processes.
- Managers will ensure that any opportunities for training, promotion, transfer and development are made equally available to all qualified employees, with decisions based on a fair and objective assessment of abilities and potential against job related criteria.
- Our promotion and career development processes will be reviewed on a regular basis.

Terms and conditions

- Terms and conditions of employment and employment policies will be formulated and applied without regard to race, colour, ethnicity, national origin, sex, sexual orientation, age, religion, disability or marital status.
- These will be reviewed from time to time to ensure that these do not contain features or requirements which discriminate against any employee group, directly or indirectly. Terms and conditions also contain some provisions to avoid putting specific groups of people at a disadvantage e.g. maternity and parental leave.

Operation of disciplinary/grievance policies

- These will be periodically reviewed to ensure that our disciplinary and grievance policies are applied consistently and fairly.

Appearance

- Although employees are expected to dress appropriately to the role they carry out at all times and abide by safety requirements, we are not overly prescriptive about what this involves to cater for individual taste, preferences and special cultural or religious needs.

Implementation

- Any complaints of alleged discrimination or harassment will be dealt with speedily, effectively, and in confidence, ensuring that all complaints are fully investigated and remedial action is taken where necessary.
- Employees who feel they have been discriminated against, harassed or victimised should talk to their immediate Manager who may be able to deal with the issue. If not, employees may use the grievance procedure, which also makes provision for the issue to be raised immediately at the next level of management, if the immediate Manager is felt to be discriminating.



Equal Opportunities

- Employees making or being involved in a complaint are protected against victimisation.
- The Company regards discrimination, harassment or victimisation that contravenes our Equal Opportunities policy as gross misconduct which means that employees who disregard our policy may be dismissed.
- The Executive team, in conjunction with the Human Resources Department is responsible for implementing and monitoring the effectiveness of our policy.

Policy History:

Issue 1 unknown date – Implementation of policy

Issue 2 dated December 2001 – minor amendments

Issue 3 dated 1st November 2006 – Company name change

Issue 4 dated 20 May 2008 – minor amendments

Issue 5 dated 20 July 2009 – no change

Issue 6 dated July 2011 – amended to include Protected Characteristics as defined within the Equality Act 2010

Issue 7 dated September 2012 - no change

Issue 8 dated November 2013 - no change

Issue 9 dated December 2014 – no change

Authorised by HR Team

Signed:

Dated: December 2014