



## **BEERE ELECTRICAL SERVICES LIMITED**

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## **Equal Opportunities Policy**



Produced with the assistance of Lynch Safety Services Ltd

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## EQUAL OPPORTUNITIES POLICY STATEMENT

The aim of this policy is to communicate the commitment of the Company to the promotion of equality of opportunity in Beere Electrical Services Limited.

It is our policy to provide equality of employment to all, irrespective of:

- Gender reassignment;
- Marriage and civil partnership;
- Having or not having dependents;
- Pregnancy and maternity;
- Religion, belief or a lack of religion or belief;
- Race;
- Disability;
- Age;
- Sex;
- Sexual orientation.

Harassment and bullying are not acceptable and will not be tolerated in Beere Electrical Services name. The elimination of unfair discrimination and prejudice is intended to provide individuals with scope to develop their full potential and to enable Beere Electrical Services to maximise use of talent.

### **Beere Electrical Services will:**

- a. Adopt a planned approach to eliminating barriers that discriminate against particular groups.
- b. Give clear guidance to employees on the commitment to equal opportunities.
- c. Recognise its legal obligations under the Equality Act 2010, Rehabilitation of Offenders Act 1974, Immigration Act 2016, Immigration, Asylum and Nationality Act 2006, Human Rights Act 1998 (Amendment) order 2005 and Safeguarding Vulnerable Groups Act 2006.
- d. Continuously monitor and review its selection criteria and procedures to ensure that all employees are selected, promoted and treated solely on the basis of merits and abilities that are appropriate to the position.
- e. Promote personal development for all employees, to support their progress within Beere Electrical Services and, where appropriate, provide specialised facilities, equipment and individual training.
- f. Fulfil its social responsibility towards its employees and the community in which it operates, ensuring that appropriate support is given during times of personal difficulties.

### **Direct discrimination is defined as:**

Treating a person less favourably than others are or would be treated in the same or similar circumstances. This means treating someone less favourably than you would treat others in the same circumstances.

### **Indirect discrimination:**

This occurs when a job requirement or condition is applied equally to all and has a disproportionate and detrimental effect on one age group, gender or racial group because fewer of that group can comply with it, and the requirement cannot be justified in relation to the job.

When decisions are made about an individual, the only personal characteristics taken into account will be those that, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

### **Harassment:**

Harassment can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability or some other characteristic.

Beere Electrical Services regards discrimination, harassment or bullying, as described above, as gross misconduct, and any employee of Beere Electrical Services who discriminates against any other person will be liable to appropriate action within the disciplinary procedures.

It is the aim of Beere Electrical Services Ltd, in its relationships with its employees and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements that cannot be fully justified. In pursuance of this policy, Beere Electrical Services may take special measures/positive action in favour of any group that is currently underrepresented in its workforce. In this it will take account of the Equality Act 2010, Rehabilitation of Offenders Act 1974, Immigration Act 2016, Immigration, Asylum and Nationality Act 2006, Human Rights Act 1998 (Amendment) order 2005 and Safeguarding Vulnerable Groups Act 2006.

In pursuance of this policy, Beere Electrical Services Ltd reserves the right to discipline any of its employees who practice any form of discrimination on the grounds of a person's age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation.

Beere Electrical Services will monitor and evaluate this policy on an ongoing basis and inform the employees of its impact.

## **EQUALITY COMMITMENTS**

We are committed to:

- Promoting equality of opportunity for all persons;
- Promoting a good and harmonious environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated;
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, discrimination by association, discrimination by perception, harassment and victimisation;
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice;
- Complying with our own Equal Opportunities Policy and associated policies;
- Taking lawful affirmative or positive action, where appropriate;
- Not treating a person with a disability unfavourably because of something connected with their disability;
- Not treating people who propose to start a process, are in a process or have completed a process to change their gender less favourably;
- Treat those married or in a civil partnership equally;
- Protect women against discrimination because they are pregnant or have given birth;
- Protect people against discrimination on the grounds of their race, which includes colour, nationality, ethnic or national origin;
- Not treating persons differently regardless of sexual orientation towards; persons of the same sex, persons of the opposite sex or persons of either sex;
- Breaches of our Equal Opportunities Policy will be regarded as misconduct and could lead to termination of employment;
- To undertaking enhanced checks on employees that work around vulnerable groups i.e. young persons and elderly persons etc.
- Providing reasonable adjustments for disabled members of staff by the removal of physical barriers and/or providing extra support for the worker. These reasonable adjustments will apply to a disabled person who is:
  - Employed by Beere Electrical Services Limited;
  - Applies for a job with Beere Electrical Services Limited;
  - Tells Beere Electrical Services Limited they are thinking of applying for a job.

Beere Electrical Services Limited understands their duty to provide extra support (auxiliary aids) where someone else is used to assist the disabled person, such as a reader, a sign language interpreter or a support worker. Beere Electrical Services Limited will not ask questions on health and disability when considering candidates for a job unless these questions are intrinsic to the role.

## **IMPLEMENTATION**

Rob Beere has specific responsibility for the effective implementation of this policy. We expect all employees of the Company to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate and issue a copy of the policy to employees at induction;
- Issue a copy of any revisions of the policy;

- Beere Electrical Services Limited will endeavour, through appropriate training, to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for employment of the company;
- Incorporate specific and appropriate duties in respect of implementing the Equal Opportunities Policy into roles and responsibilities of employees;
- Incorporate Equal Opportunities notices into general communications;
- Ensure that adequate resources are made available to fulfil the objectives of the policy;
- Review the policy on an annual basis.

## COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter by speaking directly to their Supervisor. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately, the complaint should be outlined in a letter and forwarded directly to Rob Beere for his consideration, whereby a meeting will be arranged to offer appropriate action and controls. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Should a third party offer a complaint, this is to be recorded on the complaints procedure form and forwarded directly to Rob Beere, whereby a meeting will be arranged to offer appropriate action and controls. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Signed: .....



**Rob Beere**  
**Managing Director**  
**Beere Electrical Services Limited**

Dated: December 2024

MONITORING REVIEW TABLE

We will establish appropriate information and monitoring systems to assist the effective implementation of our Equal Opportunities Policy. The effectiveness of the Equal Opportunities Policy will be reviewed regularly (at least annually) and action taken as necessary.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW DATE
December 2022	Beere Electrical Services Ltd	Document creation	December 2023
December 2023	Lynch Safety Services Ltd	<b>Sections Added:</b> Implementation and Complaints.	December 2024
December 2024	Lynch Safety Services Ltd	Updated in line with current legislation	December 2025