



# **BERBEN INSTALLATIONS LIMITED**

**BUILDING CONTRACTORS. MAINTENANCE & REPAIRS**

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## **Policy No:4**

### **Equal Opportunity Policies**

#### **Equal Opportunities in Employment Policy Statement**

Berben Installations is an equal opportunity and affirmative action employer and is dedicated to equality of opportunity within its community. Accordingly, Berben Installations does not practice or condone discrimination, in any form, against employees or applicants on the grounds of race, colour, national origin, religion, sex, age (up to 65) or disability. Berben Installations commits itself to positive action to secure equal opportunity regardless of those characteristics. Furthermore, Berben Installations regards discrimination on the basis of sexual orientation to be inconsistent with its goal of providing a welcoming environment in which all of its employees, sub-contractor's and staff may work up to their full potential. The company values the benefits of cultural diversity and pluralism in the professional community and welcomes all men and women of good will without regard to sexual orientation.

#### **Our commitments**

##### **Commitment to service users:**

- We are committed to improving services and meeting the needs of the communities we serve. We recognise the importance of effective consultation and communication. In particular we will:
- Promote the provision of quality services, whether directly or by external providers; and will promote the delivery of such services in an anti-discriminatory manner
- Consult representative communities on our services and take account of their views
- Treat service users with respect and dignity
- Provide information about services in a range of formats, if requested, for example minority languages, braille, and plain English
- Promote a 'caring for service users' ethos amongst our employees to eliminate unfair discrimination
- Endeavour to ensure full access to services
- Deal appropriately with complaints

##### **Commitment to employees and potential employees:**

We aim to have a culture where everyone is valued and where differences, whether visible or not, are welcomed. Equality is the responsibility of employees at all levels and every employee can influence how equality is achieved. As a fair and reasonable employer, we aim to provide equality of opportunity at work.

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To achieve this we will seek to:

- Promote best practice in recruitment and selection practices
- Treat employees with dignity and respect, acknowledging strengths and help overcome any weaknesses
- Promote equality of access to training and development
- Create a working environment that encourages an understanding and appreciation of the needs of others and deals with oppressive behaviour, harassment or bullying
- Consult with employees regarding flexible working and promote arrangements where this can be balanced with the needs of service users
- Make reasonable adjustments for employees with a disability e.g. IT, text phones etc
- Listen and learn from our employees.

This policy will be supported, implemented and monitored through individual service and business plans.

### **Short Statement for Publications**

The following short statement regarding the Company's policy on equal opportunities is to be used in company publications whenever such publications contain abbreviated references to other company policies regarding equal opportunities.

" Berben Installations will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful discrimination on the grounds of gender, race, disability, colour, ethnic and nation origin, nationality, sexuality, marital status, responsibility for dependants, religion and age (up to 65)

Berben will take active and positive steps to eliminate discrimination reduce the effects of past discrimination and to promote equality in employment."

A full copy of Berben Installations Equal Opportunities in Employment Policy Statement along with our policies listed below is available on request.

**Racial Harassment Policy**

**Sexual Harassment Policy**

**Harassment Policy**

**Sexual Orientation Policy**

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## **Racial Harassment Policy Policy Statement**

1.1 Racial bias or harassment is a form of race discrimination in violation of an individual's rights and Berben Installations policy, and it will not be tolerated. Berben Installations will respond promptly to all complaints of racial harassment. Staff and operatives should be aware that violation of this policy will lead to disciplinary action up to and including dismissal.

1.2 Berben Installations hereby affirms its desire to maintain a work environment for all employees and staff that is free from all forms of harassment and discrimination. Berben Installations wishes to maintain an environment which supports and rewards individuals on the basis of such relevant factors as professional ability and work performance.

1.3 Conduct or action that is based on a person's race or colour creates a hostile environment that prevents effective learning or work performance, and it is in opposition to a company environment free of harassment.

## **Sexual Harassment Policy Policy Statement**

1.1 Sexual harassment is a form of sex discrimination in violation of an individual's rights and Berben Installations policy, and will not be tolerated. Berben Installations will respond promptly to all complaints of sexual harassment. Staff and operatives should be aware that violation of this policy will lead to serious disciplinary action up to and including dismissal.

1.2 Berben Installations hereby affirms its desire to maintain a work environment for all employees and a staff that is free from all forms of harassment and discrimination. Berben Installations wishes to maintain an environment which supports and rewards individuals on the basis of such relevant factors as professional ability and work performance.

1.3 Conduct or action that either imposes a requirement of sexual cooperation as a condition of employment, employment decisions or professional advancement, or creates an intimidating environment that prevents effective learning or work performance, is in opposition to company policy.

## **DEFINITION**

2.1 Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

2.1.1 submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, employment decisions, professional advancement and/or receipt of a needed or legitimately requested company service, or

2.1.2 submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting such individual in matters of employment, employment decisions, professional advancement or receipt of a needed or legitimately requested company service, or

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2.1.3 such conduct has the intention or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working environment.

2.2 Sexual harassment may involve persons of the opposite sex or persons of the same sex.

**Harassment Policy  
Policy Statement**

Harassment based upon race, color, religion, creed, sex, national origin, age, disability or veteran status is a form of discrimination in violation of an individual's rights and Berben Installations policy, and will not be tolerated. It is the internal policy of Berben Installations to prohibit harassment on the basis of sexual orientation.

Retaliation against any person complaining of harassment is in violation of an individual's rights and Berben Installations policy, and will not be tolerated.

Berben Installations will respond promptly to all complaints of harassment and retaliation.

Violation of this policy can result in serious disciplinary action up to and including dismissal from the company.

Berben Installations hereby affirms its desire to maintain a work environment for all employees and operatives an environment that is free from all forms of harassment. Harassment is completely incompatible with the values and goals of Berben Installations. The company strives to maintain an environment that supports and rewards individuals on the basis of such relevant factors as ability, merit and performance.

**Sexual Orientation Policy Statement  
Policy Statement**

Educational and employment decisions should be based on an individual's abilities and qualifications and should not be based on factors or personal characteristics that are not germane to professional abilities or job performance. Traditionally we have viewed race, sex, religion, and national origin as among those factors which are not connected with academic abilities or job performance. An individual's sexual orientation is another factor which is not relevant to professional and employment decisions. Therefore, only relevant factors are to be considered in such decisions and equitable and consistent standards of conduct and performance are to be applied at Berben Installations. This internal policy does not apply to the company's relationships with outside organizations, including the local authority and private employers.

Approved & Authorised by:



Print Name:

Paul Tunley

Date:

7<sup>th</sup> October 2013

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