

SWARCO
Equality and Diversity Policy
SGUK-HR-POL-010



EQUALITY & DIVERSITY POLICY

1 Introduction

This policy applies to the SWARCO Group of companies based in the UK; SWARCO UK Ltd, SWARCO TRAFFIC Ltd, APT Skidata Ltd, SignPost Solutions Ltd, collectively referred to hereafter as “The Company”.

The Company is committed to encouraging Equality and Diversity amongst our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The Company, in providing goods, services or facilities, is also committed to the elimination of unlawful discrimination against customers or the public.

2 Purpose

The policy’s purpose is to:

- provide equality, fairness and respect for all our employees, whether they are temporary, part-time or full time
- not unlawfully discriminate because 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

3 Commitments

The Company commits to:

- Encourage equality and diversity in the workplace as this makes good practice and makes business sense
- Create a working environment free of 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
- 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 organisation’s work activities

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This commitment includes training Managers and all other employees about their rights and responsibilities under the Equality policy. Responsibilities include staff conducting themselves to help the Company provide equal opportunities in employment, and to 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 during their employment, against fellow employees, customers, suppliers and the public.

Such acts will be dealt with as misconduct under the Company's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

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.

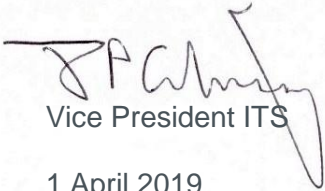
The Company also commits to:

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop to their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Make decisions concerning staff based on merit (apart from in necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices and procedures when necessary to ensure fairness, and update policies to take account of changes in the law
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, disability, sexual orientation, religion or belief, to encourage equality and diversity
- Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

The Equality policy is fully supported by all members of the Senior Management Team.

Details of the Company's grievance and disciplinary policies and procedures are stored in BreatheHR/Company Documents.

Use of the Company's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employee tribunal within three months of the alleged discrimination.

Signature: 
Position: Vice President ITS
Date: 1 April 2019
Review Date: 1 April 2020

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