

ILDERTON MOTOR PROJECT

EQUAL OPPORTUNITIES POLICY

1. Commitment to equal opportunities

The Directors and Board of Trustees of the Ilderton Motor Project are committed to the principle of equal opportunities in employment and is opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or disability.

Ilderton Motor Project is opposed to any form of less favourable treatment on the grounds of handicap or age.

Ilderton Motor Project recognises its obligations under the Sex Discrimination Act, The Equal Pay Act, Article 119 of the Treaty of Rome, The Race Relations Act and The Codes of Practice published by the Equal Opportunities Commission, the Commission for Racial Equality and the European Commission;

- a) For the elimination of discrimination on grounds of sex or marital status and for the promotion of equal opportunity in employment.
- b) For the elimination of racial discrimination and promotion of equal opportunity in employment.
- c) For the elimination of discrimination in pay between men and women who do the same work, or work of a similar nature or work of equal value.

Employment Practices

It is the duty of all employees to accept their personal responsibility for adhering to the principles of equal opportunity and maintaining racial harmony. The Directors and Board of Trustee members, and Staff have responsibility for actively promoting equal opportunities throughout the organisation to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of an objective criteria. Ilderton Motor Project recognises that sexual, racial and other forms of harassment may cause problems at work and is committed to ensure that unacceptable behaviour does not take place.

Monitoring and Review Arrangements

The Directors and Board of Trustees of the Ilderton Motor Project will regularly monitor its policies to ensure that there is an effective policy of equal opportunity.

Grievance and Disciplinary Procedures

Ilderton Motor Project will ensure that any employee who feels that he or she has been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter through the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. Ilderton Motor Project will ensure that any employee making a complaint of unfair discrimination will be protected from any victimisation in any form and will continue to treat unfair discriminatory conduct by any member of staff as a disciplinary offence.

Training

Ilderton Motor Project will train, develop and promote on the basis of merit and ability and will seek to encourage employees and applicants from all races.

Rehabilitation of Offenders

It is Ilderton Motor Project's policy not to discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974. Under that Act it is unlawful to refuse, to engage or to dismiss on the grounds of a spent conviction. A conviction becomes spent after a period of time that runs from the start of the sentence.

Equal Pay

Ilderton Motor Project acknowledges that men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Treaty of Rome and is enforceable under UK Law.

All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work rated as equivalent and for work of equal value.

Harassment at work

Harassment is unsolicited and unwelcome workplace behaviour, which adversely affects the dignity of the recipient. Where the behaviour is motivated by gender, marital status, race, colour, national or ethnic origin, nationality or disability it also amounts to infringement of equal employment opportunity.

Ilderton Motor Project is committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists and it has been made clear that the recipient regards it as offensive, although a single offensive act can amount to harassment if it is sufficiently serious.

Any form of harassment will be considered a potential disciplinary matter.

Sexual harassment at work

Sexual harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees which is of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome or offensive to the recipient.

The following are examples, which illustrate the sort of conduct, which may be treated as sexual harassment. This is not an exhaustive list:

- unwanted physical contact, or conduct, which is intimidatory, or physically or verbally abusive.
- suggestions that sexual favours may further a person's career, or that refusal may hinder it;
- sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
- derogatory or demeaning remarks based on gender, or the display of sexually explicit material in the workplace.

Racial Discrimination

Racial harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees which is of a racial nature, or which is based on a person's race, colour or origins, and which is regarded as unwelcome or offensive to the recipient.

The following are examples that illustrate the sort of conduct, which may be treated as racial harassment. This is not an exhaustive list:

- Jokes about race.
- Offensive names used.
- References to people by offensive racist descriptions.
- Verbal or physical abuse because of a person's race or colour.
- Detrimental behaviour because of a person's race.
- Denial of opportunity because of race.

A situation of harassment may be resolved informally, by talking directly to the person who is responsible for the harassment. However if you believe you are the subject of harassment you should make a formal complaint to the Project Manager. Depending on the seriousness of the allegation, the alleged harasser may be suspended on full pay while the matter is being investigated under Ilderton Motor Project's disciplinary procedures.

A formal complaint of any form of harassment will be fully investigated. The alleged harasser will be informed of the complaint, and we will endeavour to ensure that the investigation into sexual harassment is conducted by the Project Manager or Board of Trustee member (where applicable, of the same sex as the complainant). If

relevant, as part of the investigative process, witnesses will be interviewed. As far as possible confidentiality will be maintained throughout the investigative process. Neither complainant nor alleged harasser will be victimised in any way. However, the making of a malicious complaint, which you know to be false, may itself result in disciplinary action against you because it could be regarded as misconduct.

Where an employee is found to have harassed another employee The Board of Trustees of the Ilderton Motor Project will decide the appropriate action (if any) in the light of all the evidence. Such action may include disciplinary action, dismissal (in serious or repeat cases), a job transfer, or counselling.

The aim throughout is to resolve the complaint of harassment sensitively, impartially, effectively and quickly.

Where a harasser is retained in employment, members of the Board of Trustees will monitor the situation to ensure that the harassment has stopped. It is a disciplinary offence to victimise or retaliate against an employee who has, in good faith, made, supported or assisted in the making of a complaint of harassment. There will be no victimisation of any employee for making or supporting or assisting a complaint of harassment – even if the complaint is not upheld – provided the action was taken in good faith.