



Diversity Policy for Eurotime Solutions

Eurotime Solutions Diversity Statement

When sourcing candidates for our Clients our diversity policy reflects good business sense. Eurotime Solutions recognises the opportunity afforded by encompassing people with varied and unique cultural differences. We welcome everyone regardless of, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation, education, experiences, opinions or beliefs.

Reasons for having a policy

Eurotime will not tolerate behaviour in the form of discrimination, victimisation, harassment or bullying. Legislation and associated regulations exist to protect employees and there are a number of policies and procedures in place to support the legislation.

What is diversity?

Diversity encompasses a multitude of areas such as gender, race, disability, physical ability, mental capacity, education, sexual orientation, religious beliefs, values, age, personality, experiences, culture and the way each area approaches work. This list is not exhaustive. Embracing diversity means acknowledging, understanding and appreciating the differences between individuals and developing a workplace that enhances their value. By being flexible in our approaches, it is then possible to achieve a rewarding environment.

Benefits of having a diversity policy

A diverse workforce can offer a wide range of resources, skills, ideas and energy to the business, providing a competitive edge. Eurotime Solutions will be able to reap the benefits of resourcing from a wider pool of talent, broaden our markets, improve productivity and raise the community profile.

Diversity management can benefit the organisation in a number of ways, i.e.

- Improve opportunities within the organisation through internal promotion
- Utilise the knowledge of different areas of the community
- Understand market segments and consumer behaviour
- Become an employer of choice
- Have a more representative 'balanced' workforce
- Value and respect employees, attracting and retaining a wider talent pool

Direct Discrimination

Eurotime Solutions will not tolerate direct discrimination which occurs when in like for like circumstances, a person is treated less favourably than others on the grounds of race, gender, sexual orientation, religion or belief, age or personal characteristics.



Indirect Discrimination

Eurotime Solutions will not tolerate indirect discrimination which occurs when an employer applies a provision, criterion or practise to everyone that puts, or would put, a group of people at a particular disadvantage compared to others. An example of indirect discrimination would be a requirement for all staff to be clean shaven. In this example, the same requirement is applied equally to all staff, but it would particularly disadvantage those of a particular faith.

Genuine Occupational Requirement (GOR)

In very limited circumstances it will be lawful for an employer to treat people differently if it is a GOR. Where there is a genuine requirement for a particular type of person to do the job, the employee must be able to justify a sound business reason for this. This may occur if it is necessary that, for example, a male or female is required to do a job involving personal care, or that an individual of a particular religion is required to do a job.

Victimisation

Eurotime Solutions will not tolerate victimisation which occurs when a person is treated less favourably because he or she carried out a 'protected act', i.e.: has alleged that discrimination or harassment has taken place; has presented a claim to an employment tribunal; or has acted as a witness in a discrimination or harassment case. Protection against victimisation will not apply if allegations are false and not made in good faith.

Harassment & Bullying

Harassment and bullying are defined in many ways. For instance, unwanted remarks, inappropriate jokes or ridicule, unwelcome physical contact, suggestions or demands for sexual favours, racial shunning or segregation. In general terms, behaviour which affects the recipient's dignity, relating to age, gender, race, nationality, disability, religion, sexual orientation or any personal characteristic of the individual. This can include an isolated incident or a series of incidents. Unacceptable behaviour might include the spreading of malicious rumours; insulting an individual; circulating emails or memoranda containing critical confidential information; picking on someone; setting up an individual to fail; victimisation; unfair treatment, circulating offensive material; constantly undermining and criticising a competent worker; preventing promotional opportunities.

Sexual harassment is unlawful under the Sex Discrimination Act 1975. This constitutes unwanted behaviour of a sexual nature, or other behaviour with a sexual reference, which affects the dignity of men and women at work.

Racial harassment is unlawful under the Race Relations Act 1976. This constitutes unwanted behaviour of a racial nature, or other behaviour based on racial grounds, which affects the dignity of men and women at work.



The Race Relations (Amendment) Act 2000

Outlaws direct and indirect discrimination in public authority functions not previously within the scope of the 1976 Act; this defines public authority widely so that it includes private sector and voluntary organisations when they are carrying out public functions. This therefore includes, Eurotime when contracted by local authorities to carry out services. This is only applicable for work done for the local authority and not for other parts of the business

Harassment on the grounds of religion or belief, or sexual orientation, is where unwanted conduct causes a violation of one's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment which again will not be tolerated within Eurotime Solutions.

Disability Discrimination

It is unlawful for employers to discriminate against a prospective or current member of staff on grounds of disability. Eurotime will take reasonable steps to ensure arrangements are in place so that a person with a disability is not disadvantaged or treated less favourably than those who are not disabled without sound justification. The definition of a 'disabled' person under the Disability Discrimination Act is one who has a physical or mental impairment which has a substantial, adverse and long term effect on his or her ability to carry out normal day to day activities.

Race

Eurotime will not tolerate direct or indirect discrimination on Race which under the Race Relations Act 1976 defines racial grounds as meaning colour, race, nationality or ethnic origins.

Sex Discrimination

The Sex Discrimination Act 1975 forbids discrimination directly or indirectly against a person on the grounds of sex or marital status. Direct sex discrimination is when a person is treated less favourably on account of their sex in relation to issues such as recruitment, selection, training, promotion and selection for redundancy. Indirect discrimination is when an employer imposes a requirement or condition which fewer persons of one sex can fulfil. In exceptional circumstances there may be a Genuine Occupational Reason.

We will also treat fairly a person who has / is undergoing gender reassignment as defined by the Sex Discrimination (Gender Re-Assignment Regulations) 1999

Employment Equality

Eurotime will not tolerate equality discrimination, direct or indirect, on the basis of pay, pregnancy and maternity.

Human Rights



Eurotime Solutions will endeavour to appreciate each person Human Rights in accordance with the Human Rights Act 1998.

Sexual Orientation

Discrimination is prohibited in the arrangements made by an employer when determining who should be offered employment opportunities, promotion, training and protection from dismissal. This includes discrimination towards someone with orientation towards the same gender (lesbian or gay men), opposite gender (heterosexual) or both genders (bisexual).

There can be no justification for direct or indirect discrimination unless in very exceptional circumstances a Genuine Occupational Reasons applies. Care should be taken when considering social gatherings within the work place. For example, invitations should be carefully worded so they are free of bias.

Religion or Belief

It is unlawful to discriminate on the grounds of religion, religious belief or similar philosophical belief. The Employment Religion or Belief Regulations 2003 and amendments made by the Equality Bill 2006 make it unlawful to discriminate on matters of employment against 'workers', which includes employees and contract workers. This means it is unlawful for employers to discriminate in relation to recruitment and selection, employee terms and conditions, promotion, transfers, dismissals and training. People who hold no religious belief are also protected as the regulations do not require the complainant to have a religion or belief. There can be no justification for direct or indirect discrimination unless in very exceptional circumstances a GOR applies.

Religious Observance

Generally Eurotime Solutions imposes no dress code on staff. However, there are some requirements may be needed and are listed below:

- Health and safety requirements may mean that for certain tasks specific items of clothing such as overalls, protective clothing, etc. need to be worn. Where wearing such items conflicts with a religion or belief, the issue will be sympathetically considered by the line manager, with the aim of finding a satisfactory but safe compromise.
- Dress should conform to the current majority view in our society of what constitutes decency.
- Wearing clothing with slogans which are considered discriminatory is not permitted.

Religious activities during work time.

All staff, regardless of their religious belief or non-belief, are required to work in accordance with their contract



Age

Eurotime will not knowingly discriminate directly or indirectly where age is concerned. The legislation prohibiting age discrimination is the Employment Age Regulation 2006

Work Life Balance

Eurotime Solutions has a commitment to work life balance and will endeavour to help employees wherever possible.

Recruitment & Selection

Eurotime Solutions has a Recruitment and Selection procedure. Vacant posts are advertised in a number of ways to attract a wide variety of applicants. All advertisements are individualised to focus on the key criteria required to meet the essentials of the vacancy. Job Descriptions are designed to enable applicants to determine whether they wish to apply. To assist applicants further, information about the vacancy may be requested at any stage. The selection process for invitation to interviews is carried out by ensuring that applicants meet the essential criteria and, if possible, the desirable criteria.

All applicants are asked to complete an Equal Opportunities Monitoring Form. This requests information about the applicant's age, disabilities, ethnicity, marital status, dependants, convictions, religion or belief and sexual orientation. This information is kept confidential and is separated from the application form. The information is not disclosed to the interview panel, but it allows us to put in place any special requirement, before, during and after the successful candidate has been selected. The information on the Monitoring Form can assist us in a number of ways, such as: to make any special considerations for applicants with a disability; to give an applicant with a conviction an opportunity to discuss the circumstances of this conviction; to allow consideration for staff with religious beliefs. Some data is required by law while other data highlights opportunities to redress the balance and ensure a workforce that represents the diverse community it serves.

Promotion & Career Development

Eurotime Solutions, where possible, will offer promotional and career development opportunities for existing staff. We will ensure equality and a fair process the recruitment and selection procedure is operated.

Training

All staff at Eurotime Solutions are entitled to receive training. Most training is compulsory as part of the role. Where possible, Eurotime will take into account all individuals needs while on the training.

Mentors

Eurotime Solutions has a Mentor Scheme, whereby the Line manager acts as a mentor to new staff.