



## EQUALITY POLICY

### General Statement

1. The purpose of this policy statement is to emphasise the commitment of Christopher Hoare Tree Services complying with the Equality Act 2010 thus securing fair and equal consideration of applications by persons seeking to be employed by Christopher Hoare Tree Services and fair and equal treatment of persons who are so employed. The statement affirms that both Management and employees will rigorously pursue the objectives and principles set out in the statement and be committed to promoting equality of opportunity and fair participation within the Company.
2. Christopher Hoare Tree Services Ltd (the Company) recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
3. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
4. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
5. All employees should be aware of the forms which unlawful discrimination can take, guard against them and avoid any action which might influence others to discriminate unlawfully.
6. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
7. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
8. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.  
Legal Duties
9. There is a legal framework to protect individuals from unlawful discrimination. This statement is designed to build on the statutory position and to reflect the spirit as well as the letter of the legislation.
10. The existence of law and agreed procedures cannot of themselves ensure that any policy of non-discrimination will work effectively. This will be achieved only when employees at all

Document Ref & Vs	PEP119 Equality Policy Vs3	Status	ISSUED
Owner:	Christopher Hoare	NOT CONTROLLED WHEN PRINTED	Date 21/04/21

levels critically examine their attitudes to people and ensure that no trace of unlawful discrimination is allowed to affect their judgement. We aim to prevent all incidences of unequal treatment of employees or potential employees.

**Unlawful discrimination** means acting in such a way as to place at a disadvantage or treat unlawfully any individual because of factors which are irrelevant in any respect of the employment relationship.

**Direct discrimination** means treating a person less favorably on the grounds of religion, political opinion, sex, marital status, disability, race, or any other criterion which is not relevant or justified in law.

**Indirect discrimination** occurs where a requirement or condition which is not relevant or justified in law is applied equally, but is of such a nature as to be unfavorable for particular groups in that a considerably smaller proportion of the group can comply with it.

**Victimization** means treating a person less favorably because they have made or intend to make a complaint or may have assisted an individual in asserting their rights under the Fair Employment, Sex Discrimination or Equal Pay legislation. Individuals have a legal right to make a complaint without prejudice to their existing, potential or future employment opportunities.

**Harassment** means any behaviour, deliberate or otherwise which is offensive to an individual or group and which may threaten an employee's job security or create an intimidating work environment.

There are more subtle and unconscious forms of unlawful discrimination which may not easily be identified. These may result from general assumptions about the capabilities, characteristics and interests of particular groups or individuals which influence the way in which they are treated. They may also take the form of applying conditions or requirements, without considering whether they operate disproportionately to the disadvantage of particular groups.

## Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.
- The policy will be monitored and reviewed regularly

## Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director supported by all Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Office Manager will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including during external audits.

### **Responsibilities of staff**

Responsibility for ensuring that there are no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements.
- not discriminate in their day to day activities or induce others to do so.
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

### **Third parties**

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. CHTS will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. CHTS will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

### **Complaints of unlawful discrimination**

Christopher Hoare Tree Service grievance procedure is available to all employees of the Company.

Persons who believe they have been unlawfully discriminated against in appointment, promotion and training etc, should in the first instance raise the matter with the manager or proprietor of Christopher Hoare Tree Services. If they are not satisfied with the outcome they may seek advice and assistance with Citizens Advice.

Individuals should check with the statutory agencies regarding time limits within which complaints should be lodged.

It is the policy of Christopher Hoare Tree Services that an employee who makes a complaint in respect of alleged unlawful discrimination or maladministration will not be subject to any form of victimisation. Acts of discrimination, victimisation or harassment perpetrated by an employee of Christopher Hoare Tree Services against any other employee will result in disciplinary action.

It should be noted that complaints can also be brought against individuals as well as the Company.

### **Rights of disabled persons**

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;

- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## Monitoring

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

## Grievances and Disciplinary

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

## Review

The effectiveness of this policy and associated arrangements will be reviewed regularly under the direct supervision of the Managing Director.

Signed  Managing Director.

## Revision History

Revision	Detail	Date	Revision By
3	Reviewed and updated throughout. Format changes and minor typos.	21/04/21	Tony Lane

POLICY ENDS