



EQUAL OPPORTUNITIES POLICY

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Owner:	Christopher Hoare	NOT CONTROLLED WHEN PRINTED	Date 17-05-23

Christopher Hoard Tree Services Ltd are committed to promoting equality of opportunity for our employees, our suppliers and our clients.

We reflect this commitment by strictly adhering to current legislative requirements contained in the following and subsequent legislation as it emerges:

- Equal Pay Act 1970 (Equal value amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 Gender re-assignment regulations 1999
- Race Relations Act 1976 and Amendment Act 2000
- Disability Discrimination Act 1995 and 2005
- The Protection from Harassment Act 1997
- Human Rights Act 1998
- Parental Leave Regulations 1999
- Employment Rights Act 1996 and 2002
- Employment Equality (sexual orientation) Regulations 2003
- Employment Equality (religion or belief) Regulations 2003
- Employment Equality (age) Regulations 2006
- Paternity and Adoptive Leave 2003 and Amendment Act 2006
- The Works and Families Act 2006

This policy also encompasses all legislative requirements deriving from the introduction of the Equality Act 2010.

We will endeavour to fully support the Equal Opportunity principles in all we do, and we are committed to ensuring that all of those employed, hired or contracted by us, and those to whom we provide a service, are treated with equality, fairness and without discrimination.

We will treat everyone in a fair and consistent manner and in particular anyone who appears to demonstrate one or a combination of the following **protected characteristics**:

- Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation, Learning style or learning ability.

The following policies, processes and procedures support our commitment to equal opportunities for everyone under the current and emerging legislative requirements:

- **Customer Service Standards**
 - Integrated Management System
 - Quality & Customer Care Policy
 - Terms & Conditions of Business
 - Customer Complaint & Dispute Procedure

- **Employment Standards**
 - Employment & Recruitment Procedure
 - Employee Grievance Policy and Complaints Procedure
 - Whistleblowing Procedure
 - Work Related Bullying, Harassment & Mental Health Policy & Procedure
 - Medical Questionnaire
 - Accident & Incident Reporting

We demonstrate our adherence to Equal Opportunities through active training and assessment as well as operational and administrative activities by:

- Upholding and maintaining the Human Rights of all those affected by our activities.
- Showing no bias in respect of any individual who demonstrates any one or a combination of protected characteristics.
- Showing no bias in respect of any individual who is associated with a person who demonstrates any one or a combination of protected characteristics.
- Showing no bias in respect of any individual who is perceived to demonstrate any one or a combination of protected characteristics, whether they possess any characteristics or not.
- Ensuring all policies do not indirectly discriminate against individuals who possess protected characteristics.
- Protecting the rights of individuals through the adoption of published complaints and grievance policies.
- Ensuring anti-harassment procedures adhere to BUSINESS NAME's Equal Opportunities Policy and current legislation.
- Ensuring the learning needs of trainees and candidates are met by developing effective learning and assessment strategies.
- Making reasonable adjustments where practicable to ensure every individual's specific needs are responded to in a fair and consistent manner.
- Ensuring this policy is adhered to during both works related as well as social events directed by the business.

We ensure that all staff, potential staff and clients have access to the Equal Opportunities policy by:

- Ensuring staff and directly employed sub-contractors are issued with the policy when employed or contracted.
- Posting the policy on our website.
- Reissuing the policy to staff and staff and directly employed sub-contractors if the policy is subject to significant change.
- Directing potential staff and clients to the policies via advertisements and electronic communication as appropriate.

We monitor compliance with the policies as follows:

- By responding to complaints as our dispute, grievance and complaints policies direct.
- Positively investigating any concerns raised by staff or clients relating to equal opportunities.
- Encouraging staff feedback during weekly meetings and client feedback where equal opportunities are a key operational component e.g. training and seminars.
- Compliance with 3rd party equal opportunity data collection and data recall.
- Promoting an 'Open Door' communication policy between management and operation staff.

This policy will be reviewed annually and where there are changes to the law or in the light of an equal opportunities issue arising in the business.

Signed on behalf of the business:



Date: 25/05/23

Managing Director

Revision & Review Log

Rev	Detail	By Whom	Date
	First Issue	Tony Lane	10/08/12
	Minor Changes	Tony Lane	13/11/12
	Complete review added URN.	Tony Lane	29/01/21
	Change Business Name to possessive 'we'. Minor typos. Add revisions log. Backdate revision	Tony Lane	29/01/22
	Complete update – positive direct language used. Legislation list updated.	Tony Lane	26/01/23
4 (6)	AML0146 Issued for consultation	Tony Lane	17/05/23