



# Chameleon Services (S.E.) Ltd

## Equal Opportunities Policy

Chameleon Services (S.E.) Ltd. is committed to providing a workplace that is free from unlawful discrimination, harassment, and victimization and to ensuring that all employees, job applicants and customers are treated with dignity and respect.

The purpose of this policy is to ensure that no employee, job applicant or customer receives less favourable treatment on the grounds of their gender, marital status, age, race, colour, nationality, ethnic or national origins, sexual orientation, gender re-assignment, religion or belief, disability, caring responsibilities or trade union membership or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

## Objectives of this Policy

Chameleon Services (S.E.) Ltd. is committed to providing equality of opportunity that leads to best use of talents, skills and knowledge, maximizing the potential of individuals and enhancing the quality of service provided by:

- Removing artificial and irrelevant barriers to recruitment, training and promotion
- Drawing from the widest pull of talent
- Assisting in the achievement of business objectives
- Promoting a positive working environment, fairness and equal opportunities for all

Ensuring that the structure of the workforce reflects the diversity of the population

## Implementation of this Policy

The overall responsibility for the promotion, co-ordination and review of the equal opportunities policies lies with Mr Michelle Arthur, Director of Chameleon Services (S.E.) Ltd.

Specific responsibility for the practical development and assessment of the policy rests with those staff involved with recruitment and selection, training and development and company management.

## Responsibilities of the Directors

The directors have the responsibility to ensure that discrimination, harassment or victimisation is not carried out either by themselves or by other members of staff.



## **Responsibilities of the Employees**

Each employee has a responsibility for the practical application of equal opportunities in their day-to-day activities and working relationships with colleagues and customers.

Employees should ensure that they do not carry out any acts of discrimination, harassment or victimisation.

## **The Law**

Chameleon Services (S.E.) Ltd. recognises its legal obligation to act within the existing legislation, with particular reference to:

- The Equal Pay Act 1970
- The Sex Discrimination Acts 1975 and 1986
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Race Relations Act (1976) Amendment Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003

The company further supports the spirit and intent of the Codes of Practice accompanying these laws.

We also acknowledge that unfair treatment can occur on grounds such as family and caring responsibilities, age and trade union activity and we extend the principles of equal opportunities to those areas and in line with European directives and forthcoming UK legislation.

## **Actions to be Taken.**

Action will be taken to ensure that this policy is fully implemented.

### **We will:**

- Ensure that all our employees are aware of their personal responsibility to behave in a manner which supports our equal opportunity policy by providing awareness training and guidance.
- Examine and review existing procedures for recruitment and selection to ensure that selection criteria and procedures are objective and relevant and that they provide for individuals to be selected, promoted and assessed solely on the basis of merit and ability to do their job.



- Provide training and guidance for all those involved in the recruitment and selection process.
- Ensure that the equal opportunity policy is integrated into all training concerned with selection of skills, staff assessment and counselling, staff development, customer care and the management and supervision of people on a day-to-day basis.
- Break down any barriers relating to equality of opportunity to ensure that people who are under-represented realise their full potential.
- Investigate promptly and fully all complaints of discrimination and harassment and follow with appropriate action.

## **Grievance and Discipline Procedure**

- Employees who believe that they have been subject to unfair or unlawful discrimination, racial, sexual or religious abuse or harassment, should raise their concern through the grievance procedure.
- Where such grievances relate to the normal line of supervision or management, individuals may approach the nominated manager.
- Unfair and unlawful discrimination, including racial, sexual, and religious harassment will not be tolerated and are defined as offences of gross misconduct within the Company's disciplinary procedure.
- Any such offences will be dealt with under the disciplinary procedure and may lead to summary dismissal from employment.

## **Monitoring the Policy**

The company will examine the effects of this policy and identify areas for action on a regular basis.

Data on equal opportunities will be collected and analysed.

### **The objectives of such monitoring are:**

- To identify areas of and reasons for under-representation of particular groups within the workforce
- To assess the effects of employment procedures and practices and identify any unintentional adverse impact on particular groups• to enable appropriate corrective action to take place, including taking positive action, if appropriate
- To enable the Company to review its equal opportunities policy and amend it where required
- To enable the identification of persistent/ongoing areas of harassment whether by individuals or groups of individuals

## **Communication**



The policy and areas identified for action will be communicated widely and effectively throughout the workforce and to potential employees. Chameleon Services (S.E.) Ltd. undertakes to fulfil this intention by ensuring that a copy of this policy is displayed in the workplace.

It will be distributed to all existing employees and new employees will receive a copy at the time of their engagement.

Signed ...

A handwritten signature in black ink, appearing to read "M. Ashwin", is written over the "Signed ..." text.

Date: 1st January 2023

Review date 31st December 2023