


Document Title: <b>South East Site Engineers Equal Opportunities Manual</b>		
Document Reference: <b>M0003</b>	Version: <b>02</b>	
Reviewed by Quality Management Representative Signature/Date: <i>Seymour</i> 19/9/16	Approved by Director Signature/Date: <i>[Signature]</i> 19/9/16	

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## 1 Policy Statement

South East Site Engineers (SESE) is an equal opportunity employer and is committed to ensuring that the terms and conditions of employment of all employees and potential employees are equitable and non-discriminatory. This means that job applicants and employees will be treated fairly regardless of their sex, marital status, sexual orientation, race, ethnic origin or disability.

SESE will seek to promote equal opportunities and prevent harassment and bullying by publicising and communicating this policy; by providing appropriate training and guidelines for those with designated responsibilities and by raising awareness through staff development.

Further, we will continually monitor our policies and practices to ensure that these principles are upheld. It is the employee's right to be treated with dignity and respect, which in turn will be conducive to performance, self-development and career advancement.


Every executive, manager and employee has a responsibility to implement this policy which is a "work in progress" subject to continuous development.

## 2 Scope

SESE is an engineering company that specialise in site engineering, structural design and site management for construction projects in and around London and the South East. This document sets out the policy, organisation and arrangement throughout SESE.

## 3 Objectives

All SESE staff will be made aware of the provisions of this policy at their initial induction, the criteria of which will be reviewed annually.

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#### **4 Responsibilities**

The Director ensures that all those working for and on behalf of SESE adhere to this policy.

All employees are responsible for the execution and implementation of the policy described in this manual.

#### **5 Procedure for Discriminatory Conduct**

Any member of staff may use the SESE grievance procedure to complain about discriminatory conduct. The complaint will be thoroughly investigated and considered based on the facts of the investigation. No individual will be penalised for raising such a grievance unless it is untrue and made in bad faith. If the matter relates to harassment of any kind the harassment procedure set out below should be followed.

Any employee who discriminates against any other employee on the grounds of sex, marital status, sexual orientation, race, ethnic origin or disability will be subject to SESE's disciplinary procedure. In serious cases where such behaviour has been deemed to constitute gross misconduct it will result in summary dismissal in the absence of mitigating circumstances. This statement should be read in conjunction with the harassment procedure set out below.

#### **6 Positive Action on Equal Opportunities**

SESE will regularly monitor the composition of the workforce and of job applicants. Should inequalities become apparent positive action will be taken to redress the balance.

#### **7 Anti Harassment & Bullying Procedure**

As well as its commitment to equal opportunities, SESE is committed to providing a work environment for employees, which is free from harassment or bullying on the grounds of sex,

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sexual orientation, race, colour, religion or disability. This may include embarrassment, intimidation, threats or discrimination.

Reasonable measures will be taken to ensure that no employee is subject to harassment or bullying. In recognition of these principles SESE will also not condone any conduct, which may be construed as sexual harassment.

Harassment and bullying are disciplinary offences that may in the most serious cases lead to dismissal. Individuals should be aware that in some circumstances they may be held personally liable for acts that are unlawful.

## **8 References**

- Sex Discrimination Acts 1975 and 1986
- Race Relations Act 1976
- Disability Discrimination Act 1995

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## 9 Appendix 1

# South East Site Engineers Equal Opportunities Policy

South East Site Engineers (SESE) Ltd recognises its need to provide equal opportunities to all persons without discrimination. We will have the highest regard for equal opportunity in all aspects of employment, including recruitment and promotion; providing guidance and encouragement to employees at all levels acting fairly in preventing discrimination.

SESE will work against discrimination on the grounds of sex as defined by the Sex Discrimination Acts 1975 and 1986, race as defined by the Race Relations Act 1976, disability as defined by the Disability Discrimination Act 1995, as well as any discrimination on the grounds of marital status, part-time status, age, sexual orientation or religion.

At SESE all employees:

- Are considered solely on their merits for career development and promotion with equal opportunities for all.
- Are encouraged to discuss their career prospects and training needs with a Line or HR Manager.
- Are selected against defined criteria that deal only with the applicant's suitability for the job.

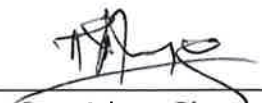
Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates.

Any complaints of discrimination will be dealt with seriously and proactively through an organised grievance procedure overseen by the director.


In all circumstances SESE will encourage innovation within our service development and delivery through the skills and creativity of our diverse team of individuals.

All SESE staff will be made aware of the provisions of this policy at their initial induction, the criteria of which will be reviewed annually.

29<sup>th</sup> June 2016

  
Dayo Ashaye, Director

Review Date: 29<sup>th</sup> June 2017

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## 10 Version History

### 10.1 History for Version 02

Initiator: Segun Omoyele

Section / Step / Page Reference	Description of Change / Scope of New Document	Reason / Justification for Change	Associated References
n/a	Document update	Equal Opportunities policy documented	n/a