



## **Equal Opportunity Policy**

The Roofline Group aims to be an equal opportunities employer, to act fairly and to prevent unlawful discrimination in any aspect of employment. The Company will not discriminate on the grounds of any protected characteristic and believes in valuing a diverse workforce as outlined in our Diversity policy.

The Equality Act 2010 makes it unlawful to discriminate against anyone on grounds of race, colour, nationality (including citizenship) ethnic or national origin, gender, disability, faith or sexual orientation.

The Roofline Group will attempt to create a working environment which is open and fair.

All employees, customers, suppliers, contractors are subject to this policy.

It is the responsibility of all employees to be aware of and to promote this policy. Actions or behaviour on the part of any employee which are in breach of this policy will not be tolerated and will be subject to disciplinary action. All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to their line manager.

It is a fundamental part of this policy that all employees are treated with dignity and not subject to any bullying or harassment. The company will not discriminate in its employment practices, including hours and place of work, recruitment, training, pay, benefits, promotion, discipline and redundancy.

In developing the requirements for a job, either with regard to duties and responsibilities or the person specifications, only requirements that are necessary and justifiable for the effective performance of the job will be included and which do not restrict applications from candidates as a result of a protected characteristic.

All applicants for employment or promotion, will be considered on their merits and selected based on objective criteria, related to the job. Selection for employment/volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. All selection / rejection decisions will be recorded. The Roofline Group will put in place reasonable adjustments within the workplace for those applicants or employees who are disabled or who become disabled whilst employed by the company.

All employees will be provided with appropriate training for their role irrespective of their gender, sexual orientation, race, ethnic or national origins, nationality, colour, disability, gender reassignment, religion or belief, marriage or civil partnership, pregnancy and maternity or age. The company will train employees in equal opportunities, especially those involved within our recruitment process.

The following definitions outline the types of unlawful discrimination;

Direct discrimination – occurs where someone is treated less favourably than another person because of a protected characteristic.

Indirect discrimination – occurs where a provision, criterion or practise is applied equally to all employees but where it can only be complied with by a smaller proportion of employees of a particular group based on a protected characteristic, and where the requirement cannot be shown to be a proportionate means of achieving a legitimate aim.



Discrimination arising from disability is a new form of discrimination created by the Equality Act 2010 and replaces disability – related discrimination. An individual will suffer discrimination arising from disability where they are treated less favourably as a consequence of a disability. This occurs where an employer knows, or might reasonably be expected to know that a person has a disability. Again an employer may have a defence if it can be shown that the action was a proportionate means of achieving a legitimate aim.

Harassment is unwanted behaviour related to a protected characteristic or any other personal characteristic which;

- Has the purpose of creating a threatening environment where an individual feels offended, humiliated, degraded or has their dignity violated.
- Is reasonably considered by the recipient to have the effect of creating an intimidating, threatening or offensive environment where employees feel offended, humiliated or degraded, even if this was not the intention of the employee responsible.

Examples of harassment would include; jokes and pranks which lack sensitivity, inappropriate comments about an individual's appearance, inappropriate physical contact, display of pictures or objects which could be regarded as offensive.

Harassment can also take place where a person perceives that another person has a protected characteristic and then engages in unwanted behaviour towards that person, even if the recipient does not have the relevant protected characteristic.

If an individual subjects another person to harassment and that harassment is witnessed by other employees, even if they are not subjected to the harassment directly, they can still claim harassment as the act of harassment of the initial subject creates an intimidating and/or offensive environment.

Employees are also protected from harassment from third parties, such as customers, visitors or suppliers.

Victimisation is where someone, who has complained of unlawful discrimination or has supported someone else who has complained of discrimination, is treated less favourably because they have done so. Victimisation is also in itself a form of unlawful discrimination.

Associative Discrimination occurs where someone is discriminated against or harassed as a result of being associated with someone else who has a protected disability characteristic.

Perceptive Discrimination occurs where a person discriminates against an employee because they perceive that the person has a protected disability characteristic and then discriminates against that person, even if the recipient does not have the relevant protected characteristic.

Third Party Discrimination occurs where an employee is harassed by a third party, such as a customer, supplier or contractor, because of a disability. An employer will be liable if this has occurred at least twice, the employer is aware of it taking place and has not taken reasonable steps to prevent it happening again. It should be noted the employee need not be harassed by the same person or for the same reason but one occurrence of each could constitute two occasions for the discrimination to take place, subject to the employer's knowledge and failure to remedy.



Failure to make Reasonable Adjustments is unlawful discrimination where a physical feature, provision, criterion or practice puts a disabled person at a substantial disadvantage when compared to an able bodied employee who does not have the protected disability characteristic.

In the event any person wishes to make a formal grievance they should report this immediately, in the case of employees to their line manager and any customer, supplier or contractor are requested to contact the Roofline Group Managing Director.

The company will treat your grievance seriously and, where it finds that discrimination, bullying, harassment or victimisation has taken place, attempt to resolve it in accordance with the company grievance procedure.

If the company finds that you were not discriminated against, you will not suffer any penalty unless it is considered that your complaint was untrue and was claimed maliciously or in bad faith.

This policy is fully supported by the Board of Directors and will continue to be monitored and reviewed on an annual basis.

The successful implementation of this policy depends on the awareness and commitment of all employees; all new employees will be made aware of its existence and on joining the company will be reminded they must conform to it on a regular basis.

Signed:

Dated: 13/12/2018

**Mark Jones F.I.o.R  
Group Managing Director and CEO.**

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