



**oneway**  
BUILDING YOUR FUTURE

# EQUAL OPPORTUNITIES POLICY

## VERSION: MAY 2021



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[www.oneway.co.uk](http://www.oneway.co.uk)

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## Equal Opportunities Policy

One Way is committed to promoting equality of opportunity for all employees and job applicants. One Way aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

One Way does not discriminate against employees on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

The principles of non-discrimination and equality of opportunity also apply to the way in which you treat visitors, clients, customers, suppliers and former employees.

All employees have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other employees, regardless of their status. Your attention is drawn to the separate Anti-harassment and bullying policy.

This policy does not form part of any employee's contract of employment and may be amended at any time.

### Who is covered by the policy?

This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, volunteers, interns, casual workers and agency staff (collectively referred to as employees in this policy).

### Who is responsible for this policy?

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote One Way's aims and objectives with regard to equal opportunities.

### Scope and Purpose of the Policy

This policy applies to all aspects of One Way's relationship with employees and to relations between employees at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

One Way will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

### Forms of Discrimination

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption.

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the Anti-harassment and Bullying Policy.



Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

## Recruitment and Selection

One Way aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. One Way's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.

Shortlisting of applicants should be done by more than one person wherever possible.

Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.

One Way takes steps to ensure that its vacancies are advertised to a diverse labour market.

Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Human Resources approval. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit disabled persons.
- Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy.

Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of Human Resources (who should first consider whether such matters are relevant and may lawfully be taken into account).

One Way is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the organisation, One Way monitors applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps One Way take appropriate steps to avoid discrimination and improve equality and diversity.

## Training and Promotion and Conditions of Service

Employees training needs will be identified through regular appraisals. All employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

One Way's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all who should have access to them and that there are no unlawful obstacles to accessing them.



## Termination of Employment

One Way will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

One Way will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## Disability Discrimination

If you are disabled or become disabled, you are encouraged to tell One Way about your condition so that One Way can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty.

Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments. One Way will consider the matter carefully and try to accommodate your needs within reason. If it is considered that a particular adjustment would not be reasonable the reasons for this will be explained and alternative solutions considered where possible.

One Way will monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other employees. Where reasonable, One Way will take steps to improve access for disabled employees and service users.

## Fixed-term Employees and Agency Workers

One Way will monitor its use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. One Way will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

## Part-time Work

One Way monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities.

One Way will ensure requests to alter working hours are dealt with appropriately under its Flexible Working Policy.

## Breaches of this Policy

If you believe that you may have been discriminated against you are encouraged to raise the matter through the Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through the Anti-harassment Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the Disciplinary Procedure.

Any employee who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. One Way take a strict approach to serious breaches of this policy.

## Monitoring and Review of the Policy

One Way will continue to review the effectiveness of this policy to ensure it is achieving its objectives.



Signed Date: May 2021

A handwritten signature in cursive script, appearing to read 'Paul Payne'.

Paul Payne

Managing Director