



Toolbox Talk Equal Opportunities in the Workplace

Reason:

To increase employee awareness of their duties under the Equality Act 2010.

Why:

The Company is committed to equality and diversity in the workplace and this can only be achieved by every member of staff participating in that commitment.

Scope of the Equal Opportunities Policy:

The provisions of the Equality Act and our company policy apply to all employees, agency staff and contract labour. We also require all subcontractor organisations to have their own equal opportunities policy.

General provisions of the Equality Act 2010:

The Equality Act 2010 makes it unlawful to discriminate against fellow employees and workers, as well as clients, on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Race
- Religious or philosophical beliefs
- Sex
- Sexual orientation

These categories are called 'protected characteristics'.

Discrimination can take a variety of forms:

- Direct discrimination, i.e. treating a person less favourably because of a protected characteristic.
- Indirect discrimination. This means operating a policy or practice which applies to staff regardless of characteristics but which inadvertently puts people who have a particular protected characteristic at a disadvantage.

- Harassment. This is words or conduct related to a protected characteristic which violates a person's dignity or creates a hostile or intimidating environment for them.
- Victimisation. This means treating a person less favourably because they have, in good faith, made a claim or complaint (or supported the claim /complaint of someone else) of unlawful discrimination.
- There are also further types related to disability and employees should ensure they make no assumptions about a person because of a disability but also aware that the disability could cause difficulties for the employee when carrying out his/her role. The company is under a positive duty to make reasonable adjustments for an employee if his/her disability puts them at a disadvantage in the work place. We may you require your co-operation to implement such adjustments.

Q. What examples can you give of discriminatory or harassing behaviour that you have seen or experienced?

Q. What do you think you should do if you witness conduct which you consider is discriminatory?

What is the Company's position in relation to equality and diversity?

The company is committed to being an equal opportunities employer and to meeting its obligations under the Equality Act 2010.

In order to do this the directors, managers, employees and agents of the Company must as individuals ensure that they do not act in a discriminatory manner and that they do not condone or tolerate discriminatory behaviour by other people.

In order to achieve this aim every job applicant, employee, contractor and client must be treated with the same dignity and respect, regardless of race, nationality, age, gender, sexual orientation or any other protected characteristic.

You should avoid making assumptions about a person because they have a particular protected characteristic. Instead, each person should be treated like an individual and decisions based on their ability, qualifications and experience.

Your conduct should be based on the principals of fairness, inclusion and respect.

Discriminatory conduct can cause for the victim:

- Low self esteem
- Antisocial behaviour
- Illness – stress / rashes / insomnia
- Reluctance to return to work
- Absenteeism
- Anxiety
- Depression
- Possible suicidal tendencies

Where an employee commits an act of unlawful discrimination the victim(s) can make claims against both the company and the employee. There is no limit on how much compensation can be awarded in discrimination claims.

If you have any concerns about discrimination or other harassing and bullying behaviour you should feel free to speak to any manager about it in confidence.

Q. What do you think you can do help prevent discrimination in the workplace?

Q. Do you have any questions?

Declaration

I can confirm that I have attended the above toolbox talk, that I have or will read the company Equal Opportunities policy and that I will ensure that I comply with the requirements of the policy and assist the company to prevent or eradicate discriminatory behaviour.

Equality & Human Rights – Sign Off

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