

Equality & Diversity Statement

This policy applies to all the employees of the company.

The company is committed to creating a culture that respects each others differences, that promotes dignity, equality and encourages individuals to develop and maximise their potential.

CCW's policy is to treat employees, potential employees, customers and stakeholders fairly and equally regardless of their sex, sexual orientation, transgender status, marital or civil partnership status, pregnancy/maternity, race, colour, nationality, ethnic or national origin, religion/belief, age, disability, union membership or political belief.

This policy applies to the recruitment process, terms and conditions of employment including pay awards, training and promotion.

Our Commitment

As a company we are committed to equality of opportunity and to eliminate any forms of harassment and victimisation to its employees both directly and indirectly. No individual will receive less favourable treatment on grounds of:

- Sex
- Race
- Religion/ belief
- Nationality
- Colour
- Ethnic origin
- Age
- Marital or parental status
- Gender (inc. transgender reassignment)
- Sexual orientation
- Physical or mental disabilities.

This list is not exhaustive.

Furthermore we create an atmosphere in which individual differences of all our employees are valued.

- Every individual has a working environment that promotes dignity and respect and no intimidation, bullying or harassment will be tolerated. Any reporting of the latter will be dealt with by the Management.
- Training, career development and personal development opportunities are available to all employees

Protective Characteristics

- Age
- Disability
- Gender
- Marriage/civil partnership
- Pregnancy/maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Types of Discrimination

- Direct – Occurs when someone is treated less favourably than another because of a protective characteristic
- Associative – This is direct discrimination against someone because they associate with another person who possesses a protective characteristic (eg mother with a disabled child). This does not apply to marriage /civil partnerships or pregnancy /maternity.
- Perceptive – This is a direct discrimination against an individual because others believe they possess a particular protective characteristic.
- Indirect – This occurs when a condition, rule or policy applies to everyone but may disadvantage people who have a protective characteristic.

Harassment

This is an unwanted conduct whose purpose or effect is violating an individual creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment may also include complaints of behaviour that individuals find offensive and personally offensive by the complainant.

Victimisation

This occurs when an employee is treated badly because they made or supported a complaint or raised a grievance under legislation.

Procedure

- As an equal opportunities employer we recognise the need for continual action to promote equality, the manager and employees have a personal responsibility.
- The policy applies to all customers, suppliers and general public.
- The policy will be followed in employment recruitment, training or promotion.
- Reasonable adjustments will be made for those with disabilities or develop a disability during their employment, providing the company are made aware.
- During recruitment the job applicants will be asked to complete a form denoting gender, race, ethnic origin ,age and disabilities for the sole purpose of monitoring equality and diversity.
- Any employee who harasses or treats another employee less favorably on the grounds of sex, sexual orientation, transgender, marital , civil partnership status, pregnancy/maternity, race colour, nationality , ethnicity, national origin, religion/belief ,age , disability, union membership or political belief will be subject to a disciplinary and possible dismissal.

The company will ensure that there will be no discrimination when offer of employment is made, we will not discriminate unlawfully on the terms of employment or by refusing to offer employment.

Promotion

When promotion is made the company s decision will be objective, free from bias, justifiable and will not discriminate either directly or indirectly.

Training

The company promotes a fair and consistent training plan obtained through the personal development appraisal system the following will be considered:

- Requirements of the current job
- Requirements to assist in the individuals promotion
- Legal or best practice requirements and personal development.

Communication

The company makes every effort to avoid gender- biased language or oppressive or offensive terminology and imagery, to promote inclusive language and imagery.

Concerns about Discrimination

If there are any concerns regarding equality and diversity the matter should be pursued through the grievance process. No individual will be penalised for raising such a complaint unless it is untrue and in bad faith.

Breaches of Equality and Diversity Policy

Any employee who does not implement the equality and diversity policy will be subject to disciplinary action.

The company will assess and review the effectiveness of the Equality and Diversity policy and review in line with changes in legislation.