
**Atkins Building Services
(Manchester) Limited**

Equal Opportunities Policy

January 2010

1 Statement of policy

The aim of this policy is to set out the commitment of the Directors to the promotion of equality of opportunity in Atkins Building Services (Manchester) Ltd.

It is our policy to provide employment equality to all, irrespective of gender (including gender reassignment), marital or civil partnership status, religious belief or political opinion, race (including colour, nationality, ethnic or national origins), disability, sexual orientation or age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

2 Scope

Our EO policy applies to all those who work for (or apply to work for) the organisation, including contract and agency workers, trainee workers and students on work experience or placements, volunteer workers and former employees.

3 Equality commitments

We are committed to:

Promoting equality of opportunity for all persons

Promoting a good and harmonious working environment in which all persons are treated with respect

Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

Fulfilling all our legal obligations under the equality legislation and associated codes of practice

Complying with our own equal opportunities policy and associated policies

Taking lawful affirmative or positive action, where appropriate

Regarding all breaches of equal opportunities policy as misconduct, which could lead to disciplinary proceedings

4 Implementation

This policy is fully supported by senior management and the Managing Director has specific responsibility for the effective implementation of this policy.

We expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)

Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff

Provide equality training and guidance as appropriate, including training on induction and management courses.

Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques

Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce

Ensure that adequate resources are made available to fulfil the objectives of the policy.

5 Monitoring and review

We will establish appropriate monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed regularly and action taken as necessary.

6 Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under anti-discrimination legislation.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.