



## Equal Opportunities and Diversity Policy

### Policy Statement

Genco Construction Services Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs or sexual orientation. This Policy aims to, where identified, remove unfair and discriminatory practices within the company and to encourage full contribution from its diverse community. Genco is committed to actively opposing all forms of discrimination.

Genco also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by us. Genco believe that all employees and clients are entitled to be treated with respect and dignity.

### Our objectives of this policy are:

- To have a workforce that represents and responds to the diversity of our customers and society in general.
- To improve safety and quality provided by a balanced and productive workforce.
- To reduce staff turnover, absenteeism and sickness levels.
- To provide a fair working environment free from discrimination, harassment, victimisation and bullying.
- To work towards finding ways for underrepresented groups to fully realise their potential within Genco and take reasonable steps to help such groups.
- To ensure that all employees are aware of the Equal Opportunities and Diversity Policy and provide them with any necessary on-going training to enable them to meet their responsibilities under it.
- Genco recognises the merits of developing a workforce that incorporates the many diverse skills and backgrounds available from within the total population and accordingly, will strive to become an organisation that recognises values and understands diversity and provides its employees with genuine opportunities to improve and reach their full potential.
- To ensure that all applicants are treated fairly during the recruitment processes and in accordance with relevant legislation and Codes of Practice.
- To regularly review procedures and selection criteria for promotion to ensure that individuals are selected and treated according to their relevant individual abilities and merits.

**Designated Officer:**

**Name:** Natalie Celik  
**Position:** General Manager  
**Contact Number:** 01622 623 000

**Definition of Discrimination**

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation. Discrimination may be direct or indirect.

**Direct Discrimination:**

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of colour, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation.

**Indirect Discrimination:**

This is the application of a policy, criteria or practice to a person which the employer would apply to others but which is such that it is detrimental to a considerably larger proportion of people from the group than the person the employer is applying it to represents e.g. A requirement that all employees must be 6ft tall would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement if that requirement is not justified by the position.

**Unlawful Reasons for Discrimination****Gender or Marital Status:**

It is not permissible to treat a person less favourably on the grounds of their gender or the fact that they are married. This applies to both men and women. Sexual harassment of men and women can be found to constitute sex discrimination e.g. Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the grounds of gender.

**Age:**

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

**Disability:**

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, trained, or promoted as a non-disabled person.

**Race, colour, nationality and ethnic origins:**

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

**Sexual Orientation:**

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because he/she is homosexual, or transsexual.

**Religion or Belief:**

It is not permissible to treat a person less favourably because of their religious beliefs.

**Reasonable Adjustments:**

Genco as a company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustment to premises;
- Re-allocating some or all of the disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office space;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supply or modifying equipment, instruction and training manuals for disabled employees; or
- Any other adjustments that Genco considers reasonable and necessary provided such adjustment are within the financial means of the company.

If an employee has a disability and feels that any such adjustments could be made by Genco they should discuss this with the Designated Officer, Tanya Russell.

**Responsibility for the Implementation of this Policy**

The co-operation of all employees is essential for the success of this Policy. However, the ultimate responsibility for achieving the objectives of this Policy, and for ensuring compliance with relevant Legislation and Codes of Practice, lies with Genco and its Directors. Senior employees are expected to follow this Policy and ensure that all employees, subcontractors and agents do the same.

All employees, subcontractors and agents of Genco are required to act in a way that does not subject any other employee or clients to direct or indirect discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age or sexual orientation.

Employees may be held independently and individually liable for their discriminatory acts by an Employment Tribunal and ordered to pay compensation to the person who has suffered as a result of discriminatory acts.

### **Acting on Discriminatory Behaviour**

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to Genco Disciplinary Policy.

### **Advice and Support on Discrimination**

Employees may contact their employer or trade union representative.

### **Other contacts include:**

- Disability Rights UK - 0330 995 0400
- Equality Advisory Services – 0808 800 0082
- Citizens Advice Bureau – 03444 111 444

### **The Extent of the Policy**

Genco seek to apply this policy in the recruitment, selection, training, appraisal, development and promotion of all employees. Genco seek to ensure that all subcontractors and agents act in accordance with this Policy. Genco accepts no liability for the actions of subcontractors and agents. Genco offers goods and services in a fashion that complies with the spirit of this Policy.

This Policy does not form part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made by Genco.

This policy will be reviewed annually and be adapted if changes to the company occur.



**John Roberts**  
Operations Director  
Dated: August 2019