

EQUAL OPPORTUNITIES POLICY

Torishima is committed to the policy of equal treatment of all employees and applicants, etc., and requires all employees, of whatever grade or authority, to abide by and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality.

These commitments are reflected throughout our employment practices, including recruitment, selection, development and retention of employees and also in our approach to customer services.

Torishima has well established policies and procedures to ensure that Equality of Opportunity is available to all members of the Community who either seek to be, or who are, employed by us.

All employees and members of Management fully recognise their legal obligation and are expected to abide by the requirements under the 1976 Race Relations Act (Amended 2003), the Sex Discrimination Act 1975 (Amendment) regulation 2008 and subsequent legislation relating to these Acts including the Race Relations Amendment Act 2003 and the Disability Discrimination Act 2005.

- Treating any individual on grounds of sex, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability or membership or non-membership or a trade union, less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their employment which are different to the requirements of others.
- Imposing on an individual's requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an employee.
- Harassment of an employee (which for the purpose of this policy, and the actions and sanctions applicable thereto, is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantage of an employee or applicant against - another, or others, purely on the above grounds. Thus., in all disciplinary matters as well as -consideration for training, promotion, etc. - in other words all instances where those in control of employees are required to make judgements between them - it is essential that experience, skills and temperament are considered as objectively as possible.
- No member of Torishima shall be subject to discriminatory treatment, either directly or indirectly, on any of the grounds stated above.
- Torishima commits itself to the immediate investigation of any claims of discrimination on the above grounds, and, where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary), and to the investigation of any employee accused of discrimination.
- Any employee (no matter what level) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against Torishima's policy, any employee offending will be dealt with under the disciplinary procedure. Unless assurances of further non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.
- Torishima recognises the right of an employee to belong to, or not to belong to a trade union, and membership or non-membership of such a union will not be taken into account in any way during the career of the employee.
- Torishima commits itself to the employment of disabled personnel whenever possible and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the difficulties of their disablement permitting. Assistance will be given, wherever possible, to ensure that disabled employees are helped in their journeys to and from their place of work, in access to workplace, in gaining access to the facilities on company premises, and in progressing in their career, subject only to the opportunity existing, the applicant's suitability, talent, and wish for it. Appropriate training will be made available to such personnel who require it. Torishima is keen to hear ideas whereby its facilities can be made more user-friendly for the benefit of the disabled.

EQUAL PAY AND JOB EVALUATION

We recognise the principles of the Equal Pay Acts of 1975 and 1984 and apply them to pay and other contractual matters and prohibit discrimination where men and women are doing:

- Like work;
- Work which has been rated as equivalent;
- Work which is of equal value.

In applying the principles of the Equal Pay Acts, we are committed to promoting equal pay across all our jobs to both existing employees and to new employment opportunities. We operate a pay system which is based on objective criteria and free from bias. In the promotion of equal pay all managers will ensure that:

- Where an existing job changes or additional duties become a requirement of the post, an evaluation of the post will be undertaken to ensure that the salary and grade awarded is correct, fair and non-discriminatory to other posts;
- Where a new position is created, the Managing Director will produce a job description and the post will be evaluated prior to advertisement and approval. The evaluation will be based on the duties and responsibilities defined in the job description to ensure that a fair and accurate grade is applied.
- When a post holder is appointed to a newly created post, the jobholder will undertake a job evaluation interview six months from the start date to ensure that the post has been evaluated correctly as the post develops.
- Adequate and appropriate training and guidance is available for managers and supervisory staff involved in decisions on pay and benefits.

RESPONSIBILITIES

While the main responsibility for providing equal opportunity is that of the employer, it is important to make clear that individuals at all levels within the Company also have responsibilities given that the prevention of discrimination must be a joint task of members of staff and Torishima centrally. All staff must understand and be committed to the implementation of the policy.

The equal opportunities policy applies to all members of staff. It is the responsibility of each Head of Department or office and all other supervisory staff to actively promote equality of opportunity within their own sphere of responsibility.

- Torishima recognises the importance of providing equal opportunities for training, career development and promotion applicable to the differing needs of academic, academic-related, clerical, technical, manual and other staff. It also recognises that training can play an important role in changing procedures and behaviour.
- Torishima is committed to developing an efficient monitoring system to ensure the effective implementation of this policy in respect of the recruitment and management of its staff.
- Torishima will include a reference to its commitment to the principle of equal opportunity in job advertisements in the public domain.
- Torishima is committed to the investigation of complaints alleging racial, sexual or other discrimination and to the initiation of action where necessary under its normal disciplinary procedures.
- Whilst care has been taken to ensure the accuracy of information included, this is not a legal document and Torishima does not accept liability for errors or omissions.

- The document sets out a policy, which Torishima is seeking to achieve, and as such is not contractually binding or part of the terms and conditions of staff.

RESPONSIBILITIES OF NON - COMPANY EMPLOYEES

Sub-Contractors and their employees, clients and other visitors to the Company are also required to act in accordance with this policy and will remain on site only for so long as they comply with its' terms.

Those who offend against this policy will be dealt with sensitively but firmly as appropriate in the circumstances. There is a responsibility on all employees to report apparent breaches to their manager.

RECRUITMENT, ADVERTISING AND SELECTION

We will pursue our equal opportunities policy by establishing selection and interviewing procedures, which ensure that the policy is observed. We will ensure that potential employees are eligible to work in the UK and ensure that selection will be against job description and a person's experience and or qualifications. Applicants meeting these criteria will receive an interview and final selection will be based only on who meets the criteria of the job.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

CONTINUOUS DEVELOPMENT

It is acknowledged that this policy is not a static document and that it will require ongoing review. Changes to the document may be required for a number of reasons including new legislation or through lessons learned as the policy becomes operational.

VIOLENCE AT WORK

Violence at work has been defined as "any incident in which the person is abused, threatened or assaulted in circumstances relating to their work". Whilst this definition applies to all employees, some may be at more risk than others. In our own workplace, we have identified the following groups of employees as being most at risk:

- Those who deal directly with visitors
- Lone workers
- Those who work within the community, e.g. with vulnerable individuals

THE LEGAL POSITION

The Health & Safety at Work Act 1974 provides that "it shall be the duty of every employer to ensure; so far as is reasonably practicable, the health, safety and welfare at work of all his employees". We also owe visitors such as customers and suppliers similar duties. In order for us to fulfil these duties, we will do the following:

- Carry out a risk assessment in order to assess the risks to employees and other visitors
- Decide what control measures, if any, are necessary
- Implement any control measures if the assessment shows that they are necessary
- Monitor any arrangements to ensure that they are effective

EMPLOYEES' DUTIES

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Employees are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of our employees and visitors.



Karen Cleland
HR Manager