



Equal Opportunities Policy

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1. Introduction

PROPERTYSEC is committed to the principle of equality of opportunity in employment, training and service delivery. This is because we recognise the substantial disadvantages many people face because of their sex, race, colour, age, marital status, religious belief, sexual orientation, maternity and pregnancy or disability.

In accordance with this principal and alongside statutory legal obligations, as contained in the Equality Act, the company will strive to achieve the objective of equal opportunities in all areas of its work.

Accordingly, we ensure that no job applicant, employee or service user, will receive less favourable treatment on the grounds of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), or sexual orientation.

We acknowledge that responsibility of the successful implementation of equality of opportunity in employment and service delivery lies primarily with all stakeholders. Therefore the company acts to encourage and promote all appropriate measures, which will achieve this aim. Furthermore, it will ensure that the company's equal opportunity policy will be implemented throughout the organisation. Successful implementation will require full co-operation and understanding of all employees, in the actions that need to be taken to ensure that we remain an equal opportunity employer.

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An integral part of this process of achieving equal opportunities, the company will promote awareness of discriminatory or potentially discriminatory practices, attitudes and behaviour so that they can be identified and eliminated.

In pursuit of the above objectives, the company has developed procedures to ensure that individuals in the case of employment are selected, promoted and treated on the basis of their relevant aptitudes, skills and abilities commensurate with the post. The aim is that no one should receive unfavourable treatment or be hindered in their career development because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), or sexual orientation.

Likewise in the area of service delivery, the company has developed procedures that will ensure that no member of the public or customer will be dealt with less favourably or inequitable because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), or sexual orientation.

As part of this Equal Opportunities Policy, procedures have been developed to ensure that where inequitable treatment is identified steps will be taken to remove it.

Apart from the measures aforementioned, the company will expect arrangements to be made by each manager to promote equal opportunities, with the overriding aim of preventing any attitudes or actions which prevent equal opportunities being implemented and maintained.

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2. Scope

This policy applies to all stakeholders of the company both external and internal and includes the following;

- Job applicants
- Employees
- Support Personnel
- Service Providers
- Clients
- Customers / Tenants
- Members of the Public

3. Equality Commitments

We are committed to:

- Promoting equality of opportunity for all
- Promoting a safe and harmonious working environment where all 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

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4. Implementation

The company Director has specific responsibility for the effective implementation of this policy. Each Manager and Supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the culture of fairness and equality which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as support personnel)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives
- Provide equality training and guidance as appropriate, including training on induction and management courses
- Ensure that those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices, (e.g., staff newsletters, intranet)
- 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 & Review

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

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The effectiveness of our equal opportunities policy will be reviewed annually and action taken as necessary. Where monitoring identifies an under representation of a particular group or groups, we shall develop an action plan to address the imbalance.

6. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through established company procedures, a copy of which is available from Human Resources.

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 the Employment Tribunal Service under the following legislation:

- o Equality Act 2010

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.

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