



DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell



Rapidfix Ceilings & Partitions Ltd
Equal Opportunities & Diversity Policy
24-25

1. Policy Statement

Rapidfix Ceilings and Partitions Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

This Policy aims to remove unfair and discriminatory practices within **Rapidfix Ceilings and Partitions Ltd** and to encourage full contribution from its diverse community.

Rapidfix Ceilings and Partitions Ltd is committed to actively opposing all forms of discrimination.

Rapidfix Ceilings and Partitions Ltd also aims to provide a service that does not discriminate against its clients and customers in how they can access the services and goods supplied by **Rapidfix Ceilings and Partitions Ltd**.

Rapidfix Ceilings and Partitions Ltd believes that all employees and clients are entitled to be treated with respect and dignity.

All personal data used in connection with this Policy shall be collected, held, and processed in accordance with **Rapidfix Ceilings and Partitions Ltd** Data Protection Policy.

2. Objectives of this Policy

- 2.1 To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- 2.2 In summary it also includes a provision for age discrimination against adults and to foster good relations between people and different parties and groups. At the art of this is not discriminating against people, irrespective of who they are, beliefs and sexual orientation.
- 2.3 To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined based on capability, qualifications, experience, skills and productivity.
- 2.4 Any recruitment process shall have caveats that prevents discrimination and embraces equal opportunities. This is especially when the age demographics apply as younger or older persons may not have had the opportunity to get the required qualifications.

3. Designated Officer

Name: Dan Elwell
Position: Commercial Director
Telephone Number 07393196762

DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell

4. 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, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Discrimination may be direct or indirect and includes discrimination by perception and association.

5. Types of Discrimination

5.1 Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of

- Race
- sex,
- pregnancy and maternity,
- marital or civil partnership status,
- gender reassignment,
- disability,
- religion or beliefs,
- age or sexual orientation.

An example is asking any person if they intend to have children as these are protected characteristics.

5.2 Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees, but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall.

If that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

5.3 Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

5.4 Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring

DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell



proceedings, or they have given or intend to give evidence.

6. Unlawful Reasons for Discrimination

6.1 Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status.

This applies to men, women and those undergoing or intending to undergo gender reassignment.

Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

6.2 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.

For recruitment knowing someone's age is only acceptable if it is a valid criterion for the role -example they are selling alcohol.

6.3 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 any services and ability to be employed, trained, or promoted as a non-disabled person.

6.4 Race

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.

6.5 Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation.

Example; an employer cannot refuse to employ a person because she/he is homosexual, heterosexual or bisexual.

6.6 Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

7. Positive Action in Recruitment

Under the **Equality Act 2010**, positive action in recruitment and promotion applies as of 6 April 2011.

DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell



‘Positive action’ means the steps that **Rapidfix Ceilings and Partitions Ltd** can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within **Rapidfix Ceilings and Partitions Ltd**.

If **Rapidfix Ceilings and Partitions Ltd** chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

8. Reasonable Adjustments

Rapidfix Ceilings and Partitions Ltd has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- 8.1 Adjusting premises;
- 8.2 Re-allocating some or all of a disabled employee’s duties;
- 8.3 Transferring a disabled employee to a role better suited to their disability;
- 8.4 Relocating a disabled employee to a more suitable office;
- 8.5 Giving a disabled employee time off work for medical treatment or rehabilitation;
- 8.6 Providing training or mentoring for any disabled employee;
- 8.7 Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- 8.8 Any other adjustments that the **Rapidfix Ceilings and Partitions Ltd** considers reasonable and necessary provided such adjustments are within the financial means of **Rapidfix Ceilings and Partitions Ltd**.

If an employee has a disability and feels that any such adjustments could be made by **Rapidfix Ceilings and Partitions Ltd**, they should contact the Designated Officer.

9. Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of **Rapidfix Ceilings and Partitions Ltd** are required to act in a way that does not subject any other employees or clients to direct or indirect;

- Discrimination
- Harassment
- Victimisation
- on the grounds of their;**
- race
- sex
- pregnancy or maternity
- marital or civil partnership status
- gender reassignment
- disability
- religion or beliefs

DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell



- age
- sexual orientation.

The co-operation of all employees and sub-contractors is essential for the success of this Policy.

Senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by **Rapidfix Ceilings and Partitions Ltd** and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered because of any discriminatory acts.

Rapidfix Ceilings and Partitions Ltd takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

10. Acting on Discriminatory Behaviour

If an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the **Rapidfix Ltd Company Handbook** (page 15)

11. Advice and Support on Discrimination

Employees may contact their employee or trade union representative if access to such an individual is possible.

Other contacts include:

Equality and Human Rights Commission

Manchester
 Arndale House
 The Arndale Centre
 Manchester
 M4 3AQ

London
 Fleetbank House
 2-6 Salisbury Square
 London
 EC4Y 8JX

Cardiff
 Block 1, Spur D, Government Buildings
 St Agnes Road
 Gabalfa
 Cardiff
 CF14 4YJ

Glasgow
 151 West George Street
 Glasgow
 G2 2JJ

Helpline Telephone Number:
 Phone: 0808 800 0082
 Textphone: 0808 800 0084
 Website: www.equalityhumanrights.com

Citizens Advice Bureau

3rd Floor North
 200 Aldersgate Street

DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell



London
 EC1A 4HD
 Website: www.citizensadvice.org.uk


Community Legal Services Direct

Telephone: 0845 345 4 345
 Website: www.clsdirect.uk

12. The Extent of the Policy

- 12.1 **Rapidfix Ceilings and Partitions Ltd** seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees.
- 12.2 **Rapidfix Ceilings and Partitions Ltd** offers goods and services in a fashion that complies with the spirit of this Policy.
- 12.3 This Policy does not form a 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 with **Rapidfix Ceilings and Partitions Ltd**.
- 12.4 **Rapidfix Ceilings and Partitions Ltd** reserves the right to amend and update this Policy at any time.

This policy has been approved & authorised by:

Signed	
Name:	Paul White
Position:	Operations Director
Date:	04/12/2024

DOCUMENT TITLE:	Equal Opportunities & Diversity Policy	DOCUMENT REF:	RCP-DOC-22126	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
				APPROVED BY:	Dan Elwell