

## JBA Equality Policy

JBA is committed to a policy of treating all its team members and job applicants equally. No team member or applicant shall receive less favourable treatment or consideration on the grounds of age, disability, gender reassignment, religion or belief, race sex, sexual orientation, marital status (known as 'protected characteristics') or will be disadvantaged by any conditions of employment or requirements of JBA that cannot be justified as necessary on operational grounds.

A key objective of the policy is so that JBA can provide a working environment in which people feel comfortable and confident that they will be treated with respect and dignity.

It is JBA's policy to comply fully with the provisions of the Equality Act 2010; to give full and fair consideration to applications for employment from disabled persons and to make reasonable adjustments to JBA's working arrangements and/or terms and conditions of employment to provide appropriate training, development and promotion prospects, equivalent to those available to other team members whenever reasonably possible.

It is JBA's policy to comply with the Equality Act for the elimination of discrimination in the field of employment against disabled person or persons who have had a disability.

Every HoD and all are advised that;

- There should be no discrimination on account of age, disability, gender reassignment, religion or belief, race sex, sexual orientation, marital status.
- JBA will appoint train, develop and promote on the basis of merit and ability.
- All team members have personal responsibility of the practical application of the Equal Opportunity Policy, which extends to the treatment of team members and customers and clients of JBA.
- Special responsibility for the practical application of the JBA Equal Opportunity Policy falls upon all those involved in the recruitment, selection, promotion and training of team members.
- JBA's Grievance Procedure is available to any team members who believes that he or she may have been unfairly discriminated against.
- Disciplinary action should be taken against any team members who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment will be treated as gross misconduct in appropriate cases.
- In the case of any doubt or concern about the application of the Policy in any particular instance any team member should consult their immediate HoD.

## Definitions

*Direct Discrimination:* Someone is treated less favourably than another person because of a protected characteristic.

*Indirect Discrimination:* Can occur when you have a rule or policy that applies to everyone but disadvantages a particular protected characteristic.

*Associative Discrimination:* Direct discrimination against someone because they associate with another person who possesses a protected characteristic.

*Discrimination by Perception:* Direct discrimination against someone because others think they possess a particular protected characteristic.

*Harassment:* Behaviour that an individual finds offensive even if it is not directed at them.

*Harassment by a Third Party:* Harassment by people not employed by JBA directed at TM.

*Victimisation:* Including being victimised because they have supported a complaint or grievance under the Act.

## Harassment at Work

JBA is equally committed to ensure that no harassment or victimisation at work is overlooked or condoned. Harassment can take many forms. It can range from extreme form such as violence and bullying to less obvious actions like ignoring someone at work. Whatever the form of harassment, it will be unwanted behaviour, which is unwelcome and unpleasant. Single or continued acts may constitute harassment and will normally be considered as a serious disciplinary matter. Any receipts of harassment should contact, in confidence their HoD.

## Sexual Harassment at Work

Sexual harassment is conduct directed towards a TM by another or group of TM's which is of a sexual nature, or which is based on a person's sex and which is regarded as unwelcome or offensive by the recipient. The following examples illustrate conduct, which may be regarded as sexual harassment;

- Unwanted physical contact
- Unwelcome sexual advances, propositions suggestions or pressure for sexual activity, at or outside work, where it has been made clear that this is not welcome.
- Conduct, which is intimidatory, physical or verbally abusive including the display of sexually explicit material in the workplace.
- Derogatory or demeaning remarks based on gender
- Suggestions that sexual favours may further a team member's career, or that refusal may hinder it.

JBA regards sexual harassment as a form of intimidation, which has the effect of insulting and demeaning the TM against whom it is perpetrated. It is therefore unacceptable in the working environment and JBA will take positive action to prevent its occurrence.

Team members are encouraged to resolve a situation of harassment informally, by talking directly, politely and unambiguously to the person concerned. However, if this is not possible or does not have the desired effect then the team member may invoke the Grievance Procedure. Depending on the seriousness of the allegation the alleged perpetrator may be suspended on full pay while the matter is being investigated.

When a TM makes a complaint of sexual harassment this will be fully investigated normally by a TM of the same sex as the complainant. As far as possible, confidentiality will be maintained throughout the investigative process. It is emphasised that neither complainant nor accused will be victimised in any way. However, any malicious complaints may result in disciplinary action against the complainant.

If relevant, witnesses will be interviewed and a report will be prepared for James Blake to decide the appropriate action, which may be disciplinary action, dismissal or a job transfer. The alleged victim will receive a copy of this report and will be informed of the result. In the event of dissatisfaction with the outcome of the procedure, he or she may appeal to Louise Blake whose decision will be final.

To be reviewed on 30 July 2019