

Christie Intruder Alarms Ltd  
**Quality Assurance Manual**

**01.02 EQUAL OPPORTUNITIES POLICY**

**1. Introduction**

Christie Intruder Alarms Limited recognises that it is essential to provide equal opportunities to all persons including customers without discrimination. This policy sets out the Company's position on equal opportunity in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination as defined by the Disability Discrimination Act 1995 and the Equality Act 2010.

**Protected Characteristics**

**A protected characteristic includes age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, belief, sex, sexual orientation.**

**2. Definition of Discrimination**

(a) Discrimination can be direct, indirect, by association or perception. All forms of discrimination must be avoided.

(b) Direct discrimination occurs when one person is treated less favorably than another on grounds relating to a protected characteristic as defined above.

(c) Indirect discrimination occurs where there is an understanding that applies to everyone but particularly disadvantages those who share a protected characteristic as defined above, excluding pregnancy and maternity.

(d) Associative discrimination is direct discrimination against an individual because they associate with another person who possesses a protected characteristic as defined above excluding pregnancy, maternity, marriage and civil partnerships.

(e) Perceptive discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic excluding pregnancy, maternity, marriage and civil partnerships.

**3. Definition of Harassment**

(a) Harassment is 'unwanted conduct related to a relevant protected characteristic (other than marriage and civil partnership and pregnancy and maternity), which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

(b) Third party harassment occurs when an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership and pregnancy and maternity) by third parties such as clients or customers.

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**4. Definition of Disability**

- (a) A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- (b) The company has a duty to consider and make reasonable adjustments to assist in overcoming disadvantages arising from a person's impairment.

**5. Victimisation**

- (a) Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

**6. Statement of Policy**

- (a) It is the policy of Christie Intruder Alarms Limited to ensure that no job applicant or employee receives less favourable treatment on the grounds of a protected characteristic, as defined above or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The Company is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The Company recognises that adhering to the Equal Opportunities Policy combined with relevant employment policies and practices, maximises the effective use of individuals in both the Company's and employees' best interests. Christie Intruder Alarms Limited recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

**7. Recruitment and promotion**

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (d) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

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**8. Employment**

(a) Christie Intruder Alarms Limited will not discriminate on the grounds of a protected characteristic as defined above, in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

**9. Training**

(a) Employees will be provided with appropriate training and will be encouraged to discuss their career prospects and training needs with their Line Manager.

**10. Monitoring**

(a) It is the responsibility of Company Directors to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

(b) Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

**11. Grievances and Victimisation**

(a) Christie Intruder Alarms Limited emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Signed:



Date: 01/04/2014

**C. Langdown**  
**Managing Director**  
**Christie Intruder Alarms Limited**