

Water & Pipeline Services Ltd

EQUAL OPPORTUNITIES POLICY STATEMENT

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**EQUAL OPPORTUNITIES POLICY STATEMENT**

WPS Ltd aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. WPS Ltd respects and values the diversity of its staff, Clients and suppliers.

This means that all WPS Ltd staff and users should understand and respect that there is a diverse work force and user community and that everyone has the right to be treated with dignity and equality. This includes the legal and ethical requirement for WPS Ltd to provide public services and conditions of employment that are appropriate to the needs of a diverse society.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment and are committed to engage with the needs of our diverse staff and users to enable us, both individually and corporately, to achieve our aims.

WPS Ltd will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and users. In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

Signature:



Name: John Graham  
Title: Managing Director  
Date: 01/03/2023

## **ARRANGEMENTS**

### **INTRODUCTION**

WPS are aware of its responsibilities under the Equality Act 2010 and the Equality Act 2010 (specific duties) (Scotland) Regulations 2012 as well as the Modern Slavery Act 2015.

WPS will ensure that all potential, new and existing employees, sub-contractors, clients and suppliers are informed of this Policy and its implications.

To that end the Company will provide equal opportunities and diversity across their working environments

### **SCOPE OF POLICY**

- WPS will adhere to all relevant statutory legislation and codes of practice as per appendix a.
- In accordance with its commitment to equal opportunity, WPS will ensure that positive steps are taken to identify and combat all forms of discrimination so that no potential or existing members of staff, sub-contractors or clients are discriminated against from any of the four main types of discrimination - direct discrimination, indirect discrimination, harassment and victimisation.
- Direct discrimination is treating one person less favourably than others because of, for example, their race, sex or disability.
- Indirect discrimination is creating a condition, term of employment or requirement of service delivery which cannot be justified and which, in practise, prevents people from certain groups from receiving a service.
- WPS will not tolerate any form of harassment when offensive or intimidating behaviour, or encouraging or allowing other people to do so, aims to humiliate, undermine or injure its target, causing any physical or mental harm.
- WPS will not tolerate any form of victimisation, which means treating somebody less favourably than others because they tried to make a discrimination complaint. WPS will ensure that they comply with the Public Interest Disclosure Act 1998, to ensure that all relevant protection is afforded to all relevant parties.
- WPS will provide equal opportunities to all employees. No employee will be excluded from training on the grounds of gender, including gender reassignment, marital status, family status, religious beliefs, disability, age, race (nationality or ethnic origin) or sexual orientation. Part time employees will have equal access to training and development as those employees who work full time.

## **SCOPE OF POLICY (cont.)**

- WPS recognises that the implementation of the equality and diversity policy is vital to its development and continuing success, and will take responsibility for ensuring effective implementation of the policy and codes of practice.
- WPS wherever possible, will ensure that all individuals and organisations which provide services for or on behalf of the companies are aware of its commitment to equal opportunity and modern slavery act.
- WPS Managing Director will investigate any alleged breach of this policy by any, supervisor, employee, sub-contractor, client or supplier if the allegation is upheld, action will be taken which could result in disciplinary proceedings as detailed in our maladministration and malpractice policy.

## **RECRUITMENT**

The recruitment process must result in the selection of the most suitable person for the job in respect of experience and qualifications.

WPS will seek to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the specific job.

To that end the Managing Director will ensure that during the recruitment process, no candidate is discriminated against because of age, race, sexual orientation, colour, gender, (including gender reassignment) marital status, including same sex marriage and civil partnerships, disability or beliefs.

The Managing Director will ensure during the recruitment process that any information requested from candidates will relate only to the qualifications and requirements of the specific job.

The Managing Director will also ensure that all candidates are eligible to work in the UK as required by the Modern Slavery Act 2015 and will keep records of all candidates' passports and national insurance numbers on file

## **ADVERTISING**

Recruitment advertising must positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, WPS will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender or racial group;
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender or racial group;
3. Avoid prescribing any requirements as to marital status;
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular race or gender;
5. We will not recruit new employees solely on the recommendation of an existing employee;
6. The setting of age limits, as a matter of general recruitment policy or as a criterion of any specific job, must be justifiable and on-discriminatory.

## **APPLICATIONS AND INTERVIEWING**

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.

Wherever possible, all applications will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, religion, sex, age, national origin, disability, sexual orientation, marital status, children and domestic obligations

## **SELECTION METHODS**

The selection process will be carried out consistently for all jobs at all levels. WPS will ensure that this Equal Opportunities Policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection and promotion. 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.

## TRAINING AND PROMOTION

### General

WPS accepts its responsibility to ensure that their employees are provided with adequate information and training to enable them to comply with the contents of this Policy and to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible.

The Managing Director shall ensure that an annual review of the training is carried out. This review shall focus on the overall effectiveness of the training provided for employees and monitor compliance with this requirement.

The Managing Director will review the training and capabilities of all staff and where necessary ensure that appropriate training is provided.

The following measures will be implemented to support and enhance the implementation of the Policy: -

- a. All employees / sub-contractors will receive a copy of the Equality and Diversity Policy Statement.
- b. All employees / sub-contractors will receive awareness training on the content of the Policy to enable them to comply with its requirements.
- c. Employees / sub-contractors will be informed of any changes, reviews, updates to the Policy.
- d. All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on gender or racial grounds and on the grounds of the employee's disability or sexual orientation.
- e. Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice. When a group of workers predominantly of one race or sex is excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races and both sexes with difference career patterns and general experience.

## **TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on disability or sexual orientation.

## **MONITORING**

The Managing Director has specific responsibility to monitor the Company's Equality and Diversity Policy and to review the Company's performance.

The operation and effectiveness of the Company's performance will be monitored by:-

- Preparing reports that identify any observations or areas for improvement and also any good practices that have been identified.
- Setting procedures to continually improve the company's performance.
- The provision of training for all staff so that they are familiar with the company's policy and procedures.
- Informing customers and clients, where relevant, of the company's Policy.
- Provision of a complaints procedure if an employee or sub-contractor feels they have not been fairly treated within the scope of this Policy.
- Promotion of equal opportunities and diversity practices through the generation, dissemination and monitoring of specific guidelines, action plans and codes of practice, which are regularly reviewed.
- Ensuring equal opportunities are an integral aspect of all WPS operations.

## **MAKING AN EQUAL OPPORTUNITIES COMPLAINT**

Any Employee, Potential Employee, Sub-Contractor, Client or Supplier who feels they have not been fairly treated within the scope of this Policy should raise the matter directly with WPS Managing Director for a full investigation to be carried out.

## **REVIEW**

The following opportunities are taken to invite feedback from Employees, Sub-Contractors and clients: -

- Recruitment and Selection
- Initial Assessment
- Induction
- Assessment and Planning

The Managing Director shall carry out an annual review of the Policy ensuring the Policy is up to date and reflects current good practice and legislation.

## APPENDIX A

**The relevant Acts of Parliament relating to equal opportunities are: -**

- Local Government Act 1966 (Section 11)
- Rehabilitation of Offenders Act 1974
- The Public Order Act 1986
- Employment Act 1989
- Human Rights Act 1998
- The Public Interest Disclosure Act 1998
- Protection from Harassment Act 1997
- Part Time Worker Regulations 2000
- The Gender Recognition Act 2004
- Racial and Religious Hatred Act 2006
- Sexual Orientation Regulations 2007
- Equality Act 2010
- Modern Slavery Act 2015

**In addition, WPS will comply with the following codes of practice relating to equal opportunities; including guidance available from: -**

- Equal Opportunities Commission.
- Commission for Racial Equality.
- Disability Rights Commission.
- ACAS: Advisory Conciliation and Arbitration Service.
- Disability Rights Code of Practice.
- Age Discrimination Code of Practice.