

# Equality & Diversity Policy



## STATEMENT OF EQUAL OPPORTUNITY

TEN Automotive Equipment Limited (referred to hereafter as The Company) is committed to the principle of equal opportunities in employment and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to Employees or Clients (Candidates), on the grounds of their race, religion or belief, creed, colour, disability, ethnic origin, nationality, marital/parental status, sex or sexual orientation.

The Company recognizes its obligations under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended), Disability Discrimination Act 1995 (as amended), Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and the spirit and intent of the related Codes of Practice:

- For the elimination of discrimination on grounds of sex or marital status and the promotion of equality of opportunity in Training Candidates and Employees;
- For the elimination of discrimination on grounds of race and the promotion of equality of opportunity in Training Candidates and Employees;
- For the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in Training Candidates and Employees;
- For the elimination of discrimination on the grounds of religion or belief and the promotion of equality of opportunity in Training Candidates and Employees;
- For the elimination of discrimination on the grounds of sexual orientation and the promotion of equality of opportunity in Training Candidates and Employees;

## EMPLOYMENT PRACTICES

The Company states its wholehearted support for the principles and practices of equal opportunity and recognizes that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining a harmonious working environment.

The Company will actively promote equal opportunities throughout the organization and through the application of the Training Policy to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. All Training Providers and Admin Staff will seek to ensure that all Candidates comply with these principles.

The Company will ensure that individuals are trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no Employee or Candidate will be placed at a disadvantage by any practices which, although they are applied to all, have the effect of disadvantaging people of a particular race, sex, sexual orientation, religion or belief which are not necessary to the performance of the job or which constitute indirect discrimination. Reasonable adjustments will be taken where a disabled person is put in a detrimental position and such reasonable adjustments remove the detriment.

The Company recognizes the problems that harassment may cause at work and is committed to ensure that such unacceptable behaviour from Employees or Candidates does not take place. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them having regard to all the circumstances including the perception of the victim. All forms of harassment are abhorrent and will not be tolerated by the Company. Harassment in any form is regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Disciplinary and Dismissal Procedure.

The Company recognizes that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. The Company is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

## **MONITORING AND REVIEW ARRANGEMENTS**

The Company recognizes that the regular monitoring of Employees and Candidates is essential to the thorough review of the effectiveness of this Policy and to this end the Company will initiate equal opportunity monitoring.

The successful implementation of this Policy depends upon the regular monitoring and progress towards equal opportunity.

The Company will review the physical features and arrangements, if any, affecting any disabled Employee or Candidate and will take such steps as is reasonable to prevent substantial disadvantage.

## **GRIEVANCE, DISCIPLINARY AND DISMISSAL PROCEDURES**

The Company will ensure that any Employee or Candidate who believe that they have experienced direct or indirect discrimination and feel that he or she has been treated unfairly in connection with their employment or Training course should raise their grievance or complaint through the Company Complaints Procedure when every effort will be made to secure a satisfactory resolution. In addition the Company will ensure that any Employee or Candidate making a complaint of unfair discrimination will be protected from any victimisation. The Company will continue to treat unfair discriminatory conduct by any member of Staff as a serious disciplinary offence which may result in dismissal.

## COMMUNICATION

The principles in this Policy will be brought to the attention of all Employees and Candidates by means of publication on their website [www.ten-automotive.co.uk](http://www.ten-automotive.co.uk)

All Employees and Candidates are encouraged to bring to the attention of their immediate Superior or Training Provider any act of discrimination they observe.

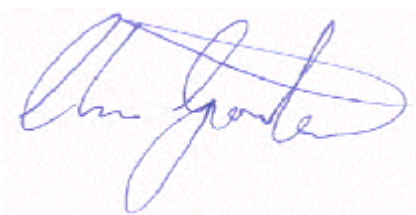
All Training, on-line assessment and support literature will be in English. Candidates' are afforded the opportunity of an Interpreter, at their own expense, should they experience difficulty in any part of the Training Syllabus.

Provision to determine ethnic origin in case of language difficulty will be made on the Training Application Form. Training Providers must ascertain whether the Candidate will require assistance in Interpretation and allow sufficient time for this, at all times, during the Training Assessment

## DUTIES OF TRAINING PROVIDERS

The Company's Training Policy and Equality and Diversity Policy reinforce the view that Training Providers should not discriminate in the provision of training to Personnel or Candidates. All Training Providers will adhere to The Company Equality and Diversity Policy in all aspects regarding Candidate Training.

All Training Providers are responsible for eliminating any forms of harassment or intimidation, of which they are aware, in any Training Session. Failure to do so will be treated as a failure to fulfil all the responsibilities of their position. Similarly, all Training Providers are responsible for eliminating less favourable treatment of disabled persons for a reason or reasons which relate to their disability. Again, failure to do so will be treated as a failure to fulfil all the responsibilities of their position.



**Chris Gostling (Managing Director)**

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