

Diversity and Equal Opportunities Policy

ABM Group UK Ltd is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities and aims to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect. ABM Group UK will support and develop staff through providing everyone with access to facilities, personal and career development opportunities and employment on an equal basis regardless of race, national or ethnic origin, disability, age, gender, sexual orientation, transgender identity or religion/belief.

ABM Group UK values diversity and recognises that the organisation is greatly enhanced by the different range of backgrounds, experiences, views, beliefs and cultures represented within its staff. ABM Group UK aims to embrace diversity in all of its activities and acknowledges that variety and difference are intrinsic to the success and future development of its business.

ABM Group UK values, People, Pride and Professionalism, underpin the Diversity and Equality policy and are integral to ABM Group UK becoming an employer of choice.

ABM Group UK expects all employees, contractors and agency staff to act in accordance with this Policy.

Aim

The aim of this Policy is to build a fully inclusive organisation. This will be achieved by:

- Making the best use of the range of talent and experience available within the workforce and potential workforce
- Building a culture that encourages dialogue
- ABM Group UK and employees fulfilling their legal obligations

Management Responsibilities

It is the responsibility of all Directors, Senior Management, Management and supervisors to:

- Ensure that the standards established within this policy are adhered to within their own area of responsibility.
- Familiarise themselves with the procedures in all Equal Opportunities documentation.
- Ensure that they are not instructing employees to act in a discriminatory manner .
- Ensure they are not putting pressure on employees to discriminate.
- Bring the details of the policy and any procedure documents to the attention of all staff.
- Ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by ongoing training.

Staff Responsibilities

It is the responsibility of all employees at all levels to:

- Co-operate with any measures introduced to ensure equality of opportunity.
- Report any discriminatory acts or practices.
- Not induce or attempt to induce others to practice unlawful discrimination.
- Not victimise anyone as a result of them having reported or provided evidence of discrimination.
- Not harass, abuse, bully or intimidate others.

Legal Framework

Over and above the provisions set out in this policy, ABM Group UK Ltd are also bound by certain legal responsibilities in equal opportunities. The Equality Act 2010 Will simply, harmonise and strengthen the current legislation to provide a law which protects individuals from unfair treatment and promotes a fair and equal society. The main pieces of legislation are:

- Human Rights Act 1998
- The Civil Partnership Act 2004

- The Gender Recognition Act 2004
- The Equality Act 2006
- Equality Act 2010

The above list is not exhaustive and will be reviewed regularly.

Under the above Equality legislation it is unlawful to:

- discriminate directly against anyone and treat him/her less favourably than others because of a protected characteristic they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association).
- discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic.
- subject someone to harassment related to a relevant protected characteristic.
- victimise someone because they have made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination.
- discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

The protected characteristics are:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

Scotland

- Equality Act (specific duties) (Scotland) Regulations 2012.

Wales

- Equality Act (specific duties) (Wales) Regulations 2011.

Learning & Development

ABM Group UK Ltd will:

- Ensure equal access to, and benefit from, all forms of learning and development activity.
- Train all those in delivering learning and development across the group in equal opportunities and diversity issues.
- Ensure that all staff receives induction training which covers their rights and responsibilities under the Diversity and Equal Opportunity Policy and Procedures.
- Ensure that diversity and equal opportunities issues are addressed fairly and equitable in all management-related courses such as performance management, selection interviewing, managing attendance and conduct and efficiency, as well as customer care training.
- Provide flexibilities to accommodate cultural or religious needs of staff (e.g. days of worship, diet etc).
- Provide flexibilities to accommodate any special arrangements.

Recruitment and Selection

- Recruitment advertising will encourage applications from all sectors of the community reflecting ABM Group UK commitment to diversity and equality.
- recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates.

- job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position.
- shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

Promotion

- All promotion criteria and procedures will be free from prejudice and must be applied equitably and consistently.

Performance Management

- Probation and performance management procedures will be clear and transparent and will be applied fairly across all staff.

Discipline and Grievance

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff.
- allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

Advice and Complaints

- All staff who believe they have been subjected to discrimination or harassment have the right to seek redress.
- Staff may seek advice from their line manager, Human Resources or Trade Union representative. Complaints should be submitted in accordance with ABM Group UK Grievance Procedure.
- Verbal or physical abuse by anybody will not be tolerated. ABM Group UK may discipline staff who are found to be abusive.

Communication

This policy will be available on the ABM Group UK shared drives. It will also be available, if requested, in different formats (eg. large print, audio).

This policy will be included in staff induction.

Monitoring

Statistics will be gathered to monitor equality across all aspects of ABM Group UK processes and will be used to inform future practice.

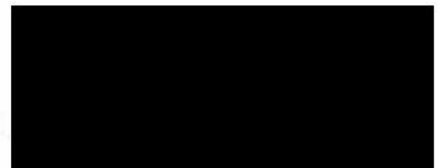
Confidentiality

Any information disclosed to ABM Group UK in relation to diversity and equality issues will be kept strictly confidential in accordance with legislative requirements.

Name:



Signed:



Position: Interim HR Director

Date: 01/06/2019

