

Equal Opportunity Policy

Person responsible:	Dr Ron Belchamber, Managing Director
Effective date:	January 2006
Last reviewed by:	Malcolm Crook
Date last reviewed:	January 2011
Next review date:	January 2012

1. Legislation

Equal Pay Act 1970

The Equal Pay Act 1970 gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the man and the woman are doing:

- Like work
- Work rated as equivalent under an analytical job evaluation study
- Work that is proved to be of equal value

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act (ROA) 1974 sets out to help people who have been convicted of a criminal offence and who have since lived on the right side of the law. In general, a person convicted of a criminal offence and who receives a sentence of no more than 2½ years in prison, benefits from the Act if they are not convicted again during a specific period. This period is called the rehabilitation period.

Sex Discrimination Act 1975

The Sex Discrimination Act 1975 applies to both males and females and makes unlawful:

- Sex discrimination and certain victimisation in employment, education and in the provision of goods and services
- Discrimination against married persons
- Discriminatory practices and adverts
- Instructions and pressure to discriminate

Race Relations Act 1976

The Race Relations Act 1976 applies to race, colour, nationality, national and ethnic origin and makes unlawful:

- Racial discrimination and certain victimisation in employment, education and in the provision of goods, facilities and services
- Discriminatory practices and adverts
- Instructions and pressure to discriminate

Disability Discrimination Act 1995

The Disability Discrimination Act 1995 makes discrimination against disabled people unlawful, both in respect of employment, recruitment, education, and access to goods, facilities, services and premises.

A disabled person is – anyone who has a “physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”

Employers have a duty to make reasonable adjustments to accommodate people with disabilities in order to help overcome the practical effects of their disabilities. The DDA employment provision currently does not apply to employers with fewer than 15 employees.

Human Rights Act 1998

The Human Rights Act 1998 is a law in force from 2 October 2000. It gives further effect in the UK to the fundamental rights and freedoms in the European Convention on Human Rights.

It makes it unlawful for public authorities to act in a way incompatible with the Conventions rights.

The Acts recognise three forms of discrimination:

Direct discrimination is where a person is treated less favourably than another

Indirect discrimination is where a condition is applied to everyone, but in practice forms a greater obstacle to one group than another and which cannot be justified in the circumstances

Victimisation is where a person is treated less favourably than another because of a personal dislike or because they have brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them.

The Employment Equality (Sexual Orientation) Regulations 2003

The Regulations makes it unlawful to discriminate on grounds of sexual orientation in employment and vocational training.

This includes direct discrimination, indirect discrimination, victimisation and harassment. The definition is orientation towards the same sex, the opposite sex or both sexes but excludes sexual practices (came into force from 1 December 2003).

The Employment Equality (Religion or Belief) Regulations 2003

The Employment Equality (Religion or Belief) Regulations 2003 makes it unlawful to discriminate on grounds of religion or belief in employment and vocational training. This includes direct discrimination, indirect discrimination, victimisation and harassment. The definition is any religion, religious belief or similar philosophical belief. (came into force on 2 December 2003)

PAA must treat everyone fairly regardless of sexual orientation, religion or belief in employment practices and training.

2. Policy Statement

Process Analysis & Automation Ltd (PAA) is intent on advancing equality and diversity as key features within all its activities, as it believes this to be ethically right and socially responsible. Equality and diversity are essential factors that contribute to the economic strengths of PAA.

PAA's Equality and Diversity Policy provides for coordination and implementation at a strategic level and is supported by additional policies¹ that provide for a University-wide integrated approach to equality and diversity.

3. Commitment to equality and diversity

PAA believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and students and enables them to achieve their full potential: to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of PAA.

To this end, PAA acknowledges the following basic rights for all members and prospective members of its community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to receive encouragement to reach their full potential

These rights carry with them responsibilities and PAA requires all members of the community to recognise these rights and to act in accordance with them in all dealings with fellow members of PAA. In addition, PAA will comply with all relevant legislation and good practice.

No individual will be unjustifiably discriminated against. This includes, but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, spent criminal convictions, age or for any other reason.

4. Responsibility

The Board of PAA has overall responsibility for ensuring that PAA operates within a framework of equality of opportunity.

The Managing Director will be charged specifically with duties relating to equality and diversity. This person will also be responsible for keeping the Board informed of all developments made in this area.

The Managing Director will co-ordinate related activities, facilitate developments and to communicate responsibilities to appropriate staff within PAA.

PAA recognises that all of its staff and students have a duty to support and uphold the principles contained in its Equality and Diversity Policy and supporting policies. The commitment of all members of PAA's community is required to make the policy a success.

5. Implementation

The Board of PAA will have ultimate responsibility for ensuring implementation of those policies that are related to equality and diversity.

6. Communication

The Equality and Diversity Policy is available to all staff of PAA.

Training will provide a means by which the Policy and supporting policies are communicated to staff and internalised in their behaviour. All staff employment contracts include the adherence to this policy as a term of the employee's employment contract with PAA. All staff will be reminded of their commitment to this policy at their annual review meeting.

7. Complaints

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure. Initially all complaints should be directed to the Managing Director.

¹These include policies on Race Equality, Disability and Dignity at Work and Study, as well as the Disability and Gender Equality Schemes, PAA's People Strategy, and the Widening Participation Strategy.