

Policy Statement

PCS GROUP is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within PCS GROUP and to encourage full contribution from its diverse community. PCS GROUP is committed to actively opposing all forms of discrimination.

PCS GROUP also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by PCS GROUP. PCS GROUP believes that all employees and clients are entitled to be treated with respect and dignity.

PCS GROUP will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or religious or philosophical belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. PCS GROUP will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or religious or philosophical belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. PCS GROUP will not condone any form of harassment, whether engaged in by employee or by outside third parties who do business with PCS GROUP, such as client, customers, contractors or suppliers.

Employees have a duty to co-operate with PCS GROUP to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under PCS GROUP's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

You should draw the attention of your line manager to suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with PCS GROUP's disciplinary procedure.

PCS GROUP will also take appropriate action against any third parties who are found to have committed an act on improper or unlawful harassment against its employees.

Objective

- To reduce, stop and prevent all forms of unlawful discrimination;
- To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

Designated Officer

Name: Tina Storer/Catherine Scully
Position: HR Manager/Director of Administration
Telephone Number: 020 7609 0044

Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect.

Types of Discrimination

Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- it is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- the employer cannot justify the need for the application of the policy on a neutral basis; and
- the person to whom the employer is applying it suffers detriment from the application of the policy.

Example. A requirement that all employees must be 6ft tall would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement if that requirement is not justified by the position.

Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

This occurs when a person is treated less favourable because they have brought or intend to bring proceedings or they have given or intend to give evidence.

Unlawful Reasons for Discrimination:

Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

EQUAL OPPORTUNITIES

Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, trained or promoted as a non-disabled person.

Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

Reasonable Adjustments

PCS has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- making adjustments to premises;
- re-allocating some or all of a disabled employee's duties;
- transferring a disabled employee to a role better suited to their disability ;
- relocating a disabled employee to a more suitable office;
- giving a disabled employee time off work for medical treatment or rehabilitation;
- providing training or mentoring for a disabled employee;
- supplying or modifying equipment instruction and training manuals for disabled employee; or;
- any other adjustments that PCS considers reasonable and necessary provided such adjustments are within the financial means of PCS.

If an employee has a disability and feels that any such adjustments could be made by PCS GROUP, they should contact the Designated Officer.

Responsibility

All employees, subcontractors and agents of PCS GROUP are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by PCS GROUP and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

PCS GROUP takes responsibility for achieving the objectives of this Policy, and for ensuring compliance with relevant Legislation and Codes of Practice.

Reporting Complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. PCS GROUP will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular race, colour, ethnic origin, nationality, national origin, religion or religious or philosophical belief, sex, sexual orientation or age or from employees who have undergone gender reassignment, are married, have entered into a civil partnership or have a disability.

With cases of harassment, while PCS GROUP encourages employee who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, PCS GROUP also recognises that actual or perceived power and status disparities may make such confrontation impractical.

If you wish to make a complaint of discrimination or harassment, whether against PCS GROUP, a fellow employee or a third party, you should follow the following steps:

1. First of all, report the incident of discrimination or harassment to your line manager. If you do not wish to speak to your line manager, you can instead speak to an alternative management or to a member of the Human Resources Department.
2. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
3. All allegations of discrimination or harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a written witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, PCS GROUP must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation. For example, the identity of the complainant and the nature of the allegations must be revealed to the alleged harasser or discriminator so that he or she is able to fairly respond to the allegations. PCS GROUP reserves the right to arrange for another manager to conduct the investigation other than the manager with whom you raised the matter.
4. Once the investigation has been completed, you will be informed in writing of the outcome and PCS's conclusions and decision as soon as possible. PCS GROUP is committed to taking appropriate action with respect to all complaints of discrimination or harassment which are upheld.
5. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith.
6. If your complaint is upheld and the harasser or discriminator remains in PCS GROUP's employment, PCS GROUP will take all reasonable steps to ensure that you do not have to continue working alongside him or her if you do not wish to do so. PCS GROUP will discuss the options with you.
7. If your complaint is not upheld, arrangements will be made for you and the alleged harasser or discriminator to continue or resume working and to repair working relationships.

Alternatively, you may, if you wish, use PCS GROUP's grievance procedure to a complaint.

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under PCS GROUP's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, line managers who has knowledge that such discrimination or harassment had occurred in their departments but who has taken no action to eliminate it will also be subject to disciplinary action under PCS GROUP's disciplinary procedure.

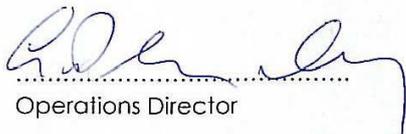
Extent

PCS GROUP seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. PCS GROUP seeks to ensure that all sub-contractors and agents act in accordance with this Policy. PCS GROUP accepts no liability for the actions of sub-contractors and agents. PCS GROUP offers goods and services in a fashion that complies with the spirit of this Policy.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with PCS GROUP.

PCS GROUP reserves the right to amend and update this Policy at any time.

Last revised 12th September 2019


Operations Director



Cert No. 11012
ISO14001
ISO9001
BS OHSAS 18001

