



## **ATLAS MAINTENANCE (SCOTLAND) LTD**

The Complete Building Maintenance Service

### **ATLAS MAINTENANCE COMPANY POLICY ON EQUAL OPPORTUNITIES**

The Managing Director is responsible for the implementation of this policy, it is displayed in all of our premises and reference to it is made in each of our employee's employment terms and conditions.

Atlas takes a special pride in their employees which is reflected in the quality of service we provide to our customers. It is therefore Company Policy to encourage a positive commitment to other employee related matters, in particular Equal Opportunities.

In practice our Equal Opportunities Policy ensures that there should be no discrimination on grounds of age, race, colour, creed, ethnic or national origins, religion sex or material status. All persons involved in recruitment are aware of this policy and emphasis is given to it during the Company's induction programme for all employees.

When vacancies occur they are notified internally and any advertising makes it clear that Atlas operates an Equal Opportunities Policy. Potential recruits are assessed against pre-determined job specifications which include qualifications, work experience in combination with practical ability and where required physical strength. Also, where it can be accommodated part time work is encouraged.

Our recruitment methods are regularly reviewed in order to judge the effectiveness of this policy and disciplinary procedures are likely to be taken against any employee found to be in breach of them. The appendices attached to this policy define what is meant by direct, indirect discrimination and victimisation in terms of this policy.

Finally, Atlas is committed to training and it makes training available to all employees in accordance with their needs and the requirements of our business.

#### **MANAGING DIRECTOR**

*Robert Dodds*

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OFFERING A FAST, ECONOMIC AND EFFICIENT MAINTENANCE SERVICE

OFFICES IN: DUMFRIES · GLASGOW

[www.atlas-maintenance.com](http://www.atlas-maintenance.com)

Registered in Scotland No. 139669



## **ATLAS MAINTENANCE (SCOTLAND) LTD**

### **DISCRIMINATION IN SELECTION METHODS**

It is unlawful to discriminate in the way in which candidates are assessed for selection except in cases where GOQs (genuine occupational qualification) apply. Accordingly all written employee specifications must be compiled in terms which are non-discriminatory and it must be ensured that where particular experience or qualifications are sought, they are justified by the job nature.

#### Direct discrimination

This would occur if Atlas treated a person less favourably than others on grounds of sex or race; this includes specifying different criteria for men and women which are not justified and excluding persons of either sex or from ethnic minorities.

#### Indirect discrimination

In the case of sex this can arise when the same condition or requirement is applied to both sexes but: the ability of one sex to comply is proportionately smaller than the other; is not justified irrespective of sex; is a detriment to the complainant because he or she cannot comply. In the case of race this can arise where: the ability of one race to comply is proportionately smaller than others; it is not justified, irrespective of race; it is a detriment to the complainant because he or she cannot comply.

### **DISCRIMINATION ON GROUNDS OF TRADE UNION MEMBERSHIP**

It is unlawful for an employer to refuse employment on the grounds of membership or non-membership of a trade union.

### **DISCRIMINATION ON GROUNDS OF SEX**

A person's sex is a GOQ (genuine occupational qualification) for a job in certain circumstances which include: Physiology/Decency or Privacy/ Living in/ Single-sex establishments/ Personal services/ Working outside the UK - with the exception of physiology which is addressed in our policy none of these are likely to apply to Atlas Maintenance. Accordingly further reference may be obtained from the GEE Essential Facts of Employment book located in our library.



## **ATLAS MAINTENANCE (SCOTLAND) LTD**

### **DISCRIMINATION ON GROUNDS OF RACE**

The details for our policy have been taken from the Commission for Racial Equality: code of practice and The Equality and Human Rights Commission, we therefore aim to ensure the following;

- a) No job applicant or employee receives less favourable treatment than another on racial grounds
- b) No applicant or employee is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on his or her racial group and which cannot be shown to be justifiable on other than racial grounds
- c) Where appropriate and where permissible under the Race Relations Act 1976, employees of under-represented racial groups are given training and encouragement to achieve equal opportunity within the organisation.

It is also unlawful to discriminate on racial grounds in affording terms and conditions of employment and providing benefits, facilities and services for employees.

### **VICTIMISATION**

It is unlawful to victimise individuals who have made allegations or complaints of racial discrimination or provided information about such discrimination, for example, by disciplining them or dismissing them.

### **SEXUAL HARASSMENT**

This would occur when a woman or man is subject to abuse, physical or verbal, or hostile behaviour because of his or her sex.