

EQUALITY & DIVERSITY POLICY

POLICY STATEMENT

DSC Logistics Services Limited (DSC) is committed to:

- a. Positive action to promote equality of opportunity in employment and training.
- b. Regular monitoring of results of this commitment.

All employees, candidates and applicants will be given equal opportunity in respect of recruitment, in training and assessment, and in promotion irrespective of their race, ethnic origin, gender, disability, age, nationality, national origin, marital status, religious beliefs, social backgrounds, sexual orientation or if they have changed their sex. We oppose all forms of unlawful and unfair discrimination.

All other policies and practices associated with DSC's role are applied with strict observance of the Equality & Diversity Policy and its philosophy. This also applies to training opportunities except in those cases where DCS intends to take positive action to provide special training for particularly disadvantaged groups.

Employees are expected to behave in non-racist and non-sexist way towards the public, fellow employees, trainees and clients. Any breach of the policy may result in the disciplinary procedure being invoked.

Message from the Director:

"DSC Logistics Services Ltd is fully committed to a policy of equality and diversity. Our aim is to ensure that everyone, at all levels and in all areas are allowed to work and or be trained in an environment free from any form of discrimination, and is encouraged to develop to his or her full potential. I want to leave no one in any doubt about the importance which I personally attach to this policy, and I look to all staff and candidates at all levels to ensure that it is put into effect".

1. Introduction.

This policy provides guidance to staff and candidates on equal opportunities matters. It will give clear and structured guidance on what we expect across the board in the delivery of our business activities.

2. You're Responsibilities as an Employee.

We all have a responsibility as employees to ensure that the DSC equality and diversity policies and associated procedures and documents are properly implemented. We must all examine critically our attitudes to people to ensure that no trace of unfair discrimination affects our judgment.

- **Staff.**
Staff should ensure that they treat colleagues and candidates in a reasonable manner, and that they do not act in any way that might give rise to allegations of harassment.
- **Managers.**
Managers should treat all their staff fairly, regardless of background, gender or any physical or mental disability. Career opportunities should be based on individual ability, skills and commitment, and on no other criteria.
- **Others.**
No-one should receive more or less favorable treatment than another unless justified on grounds of merit. It is everyone's right to be treated with fairness and consideration at all times.

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3. The Law.

It is unlawful to discriminate in employment against a person on the grounds of if they are a woman or a man, if they are transsexual, if they have a disability, if they are straight, lesbian, gay or bisexual, their age, their race, their religion or belief. Employment issues particularly affected by the legislation relating to sexual, racial and disability discrimination are recruitment, promotion, transfer, pay and access to other benefits. The Equality Act 2010 allows a company to use positive action to ensure their workforce is diverse and also protects careers of disabled or older people by making it unlawful not to employ them on the basis that they may take time off work due to their caring commitments. It also states that it is unlawful to tell workers they must not talk to each other about how much they get paid.

4. Discrimination.

The law prohibits all forms of unfair discrimination, direct, indirect and dual.

▪ Direct.

Direct discrimination means for example, treating a person less favorably on the grounds of her or his sex than you would a person of the other sex. In the case of discrimination against married persons, direct discrimination means treating a married man or woman less favorably on the grounds of his or her marital status, than you would a single person of the same sex. Direct racial discrimination involves treating a person less favorably on racial grounds than people of other racial groups would be treated.

▪ Indirect.

Indirect discrimination occurs where a condition or requirement is applied to a person:

- Which is such that the proportion of persons of the same sex, or racial group, who can comply with it, is considerably smaller than that of the other sex or racial group.
- Which cannot be justified without reference to the person's sex or racial group.
- Which is to the person's detriment because she or he cannot comply with it.

▪ Dual.

Dual discrimination is when someone is treated worse than other people because of a combination of two things. For example someone who works for an employer who treats black men and white women fairly but treats them worse because they are a black woman is being discriminated against because of the combination of being a woman and black. This is dual discrimination and the Act protects them.

5. Harassment.

Harassment is a form of unfair discrimination. Harassment at work comprises a wider range of unacceptable and unwanted physical, verbal or non-verbal behavior that affects peoples' dignity. It may be experienced by anyone on a variety of grounds including race, sex, political and religious beliefs and disability. Sexual, racial, and (in Northern Ireland) religious harassment is unlawful. Within DCS, harassment, for whatever reason, will not be tolerated and may lead to disciplinary action.

6. Victimisation.

It is unlawful to victimise anyone who has sought to exercise, or has assisted another to exercise, his or her rights under legislation concerned with preventing sex and racial discrimination. Equally, ZCS will not tolerate the victimisation of any member of staff who has brought a complaint, or assisted a colleague to bring a complaint.

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7. Action against Discrimination, Harassment or Victimisation.

If you feel you are being harassed, unfairly discriminated against, or victimised by someone (regardless of their status) you should complain (either formally or informally) to your manager, either your immediate line manager or someone higher up the chain.

8. Disabilities.

As far as possible, DSC wants people with disabilities to have the same chance of getting a job, and of getting on at work, as non-disabled people. Many people with disabilities have the skills and qualities to compete on equal terms with other staff. We need to make sure that there are no barriers preventing them from achieving their full potential. We will not tolerate discrimination against anyone on the grounds of disability.

9. Training for the Disabled.

No person with a disability will be denied access to training. Each person will be assessed on their individual requirements and suitability for the training program required. Allowances will be made to ensure that everyone has access to fair assessment practice.

MAIN LEGISLATION

10. Sex, Race, Age.

Under the Equality Act 2010 (which replaces all former acts), it is unlawful for an employer to discriminate against a person on grounds of their gender or sexuality, or on the grounds that he or she is married, in relation to recruitment and dismissal, or in granting access to training, promotion, and any other benefits, facilities or services. It is also unlawful under the Race Relations Act 1976 (as amended) to discriminate against a person in these areas of employment on grounds of the person's colour, race, nationality, ethnic or national origins. The Equal Pay Act 1970 (as amended) provides for a person's contract of employment to have effect as if it provided for him or her to enjoy terms and conditions of employment which are no less favorable than those enjoyed by a person of the other sex who is employed on like work or work of equal value.

11. Harassment.

Harassment may constitute unlawful discrimination under Protection from Harassment Act 1997, the Sex Discrimination Act 1986 and the Race Relations Act 1976. Under the Public Order Act 1986 (as amended by the Criminal Justice and Public Order Act 1994) a person will be guilty of a criminal offence if he or she intentionally causes a person harassment, alarm or distress by using abusive or insulting words or behavior, or by displaying written material, signs or pictures, which are threatening or abusive.

12. Disabled Persons.

The Disability Discrimination Act 2005 makes it unlawful for an employer to discriminate against disabled persons in employment with no exception to the size of the company. The Bill also requires employers to make reasonable adjustment to working conditions and the working environment, where their effect is to place disabled persons at a substantial disadvantage with other people. Businesses must provide reasonable access and facilities that enable disabled persons to visit their premises or a means which would a disabled person can benefit from their services without discrimination. To comply with the Equality Act 2010, information requested from potential employees or learners on their disabilities, will only be to used establish if any reasonable adjustments need to be made to any assessment processes/tests or working/learning conditions.

13. Age.

The Employment Equality (Age) Regulations 2006 make it unlawful to discriminate against employees and job seekers because of their age. This includes direct and indirect discrimination, harassment and victimisation and there are no upper age limits on unfair dismissal and redundancy. The national default retirement age is now 65 so compulsory retirement below this age is unlawful unless it can be objectively justified. All employees have the right to request to work beyond 65.

14. Particular assessment requirements (PAR)

1. The Centre Co-ordinator will act as the PAR coordinator for the programme. Specific arrangements are to be made for candidates / learners who have been identified as having PAR.
2. Special needs can be considered as having:
 - Learning difficulties.
 - Literacy difficulties.
 - Physical difficulties.
3. Internal Quality Auditors (IQA) and Assessors are to notify the Co-ordinator of any candidate they consider may have any PAR's. The Co-ordinator will, after consultations with the Centre Manager, Assessor and IQA, make whatever arrangements are considered to be reasonable to assist candidates individually and on their own merits.

15. Review

This policy and supporting procedures will be subject to review as when conditions or legislation dictate. Each review will be recorded in the version number and on the Quality Assurance System. Details of all reviews will be notified to staff using the Knowledge Management System.