

**EQUAL OPPORTUNITIES POLICY  
RECRUITMENT POLICY  
EQUAL PAY POLICY  
REDUNDANCY POLICY  
EDITION EIGHT**

This Procedure comes into effect from 1<sup>st</sup> June 2009.

These revised Policies supersede and replace Edition Seven, issued in October 2008.

The Policies are available for all employees on the company intranet.

Tony Palmer has drafted this document. If you need further information he will be pleased to help.

**KEEP BRITAIN TIDY**

Registered Charity No. 1071737  
Registered Company No. 3496361

Elizabeth House, The Pier, Wigan WN3 4EX

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**EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY,  
REDUNDANCY POLICIES  
EDITION EIGHT**

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# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

## **EQUAL OPPORTUNITIES POLICY**

### **GENERAL STATEMENT**

For the purpose of this document, any reference to 'Company' or 'The Company' shall mean:

Keep Britain Tidy and associated companies that will include such other associated companies that shall be notified to all employees from time to time:

It is the policy of the Company to:

- strive to achieve a 'balanced' staff, reflecting the overall composition of the community the Company is seeking to serve
- prevent direct and indirect discrimination among present employees / volunteer and prospective employees / volunteers whether by race, colour, nationality, ethnicity, gender, marital / civil partnership status, disability, religious or political or beliefs, age, sexual orientation, gender reassignment, or social background
- stimulate equality of opportunity by the use of fair procedures and practices
- strive to take positive action to try to redress any imbalance where a particular sector in the wider community is under-represented

The allocation of duties to ensure Equality of Opportunity throughout the Company, and the particular arrangements which the Company will make to implement this policy, are set out in the subsequent pages of this policy document

This policy document will be reviewed, particularly as the Company's work develops and as legislation changes

The Company's Equal Opportunities Policy and the way it has operated, will be monitored and formally reviewed at least every twelve months

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

EQUAL OPPORTUNITIES POLICY continued

## **DEFINITION OF DISCRIMINATION**

Discrimination is unequal or differential treatment that 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, colour, nationality, ethnicity, gender, marital / civil partnership status, disability, religious or political or beliefs, age, sexual orientation, gender reassignment, or social background

Discrimination may be Direct or Indirect:

### **DIRECT DISCRIMINATION**

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, colour, nationality, ethnicity, gender, marital / civil partnership status, disability, religious or political or beliefs, age, sexual orientation, gender reassignment, or social background

### **INDIRECT DISCRIMINATION**

This is the application of a policy, criterion or practice to a person which the employer would apply to others 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 to represents
- the employer cannot justify the need for the application of the policy on a neutral basis
- the person to whom the employer is applying it suffers detriment from the application of the policy

### **POSITIVE ACTION**

Positive Action is a programme the Company will develop to try to redress any imbalances in the composition of the Company's employees

Harassment from fellow employees, as well as from an employer, can constitute unlawful discrimination

Under the Race Relations Act 1976, the Sex Discrimination Act 1975 incorporating subsequent amendments, the Disability Discrimination Act 1995, the Disability Discrimination Act 2005, and the Employment Equality ( Age ) Regulations 2006 race, gender, disability, and age discrimination whether direct or indirect, is illegal

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

EQUAL OPPORTUNITIES POLICY continued

## **RESPONSIBILITIES FOR IMPLEMENTING THE POLICY**

Overall and final responsibility for Equal Opportunities in the Company is that of the Board of Trustees of Keep Britain Tidy and the Chief Executive

Through the Chief Executive, delegated accountability and responsibility for this policy being carried out is as follows:

- Management of the proprietary and processes of the policy and provision of Company statistics – Human Resources Manager
- Recruitment advertising – Human Resources Manager
- Selection for interviewing, interviewing and recruitment of employees - all line Managers / Directors – following instructions from the Human Resources team
- Day to day compliance with the Equal Opportunities Policy – all employees

All employees have a responsibility to co-operate with their line Manager / Director to adhere to the Company's Policy on Equal Opportunities

Whenever an employee is aware of any act of discrimination they must straight away bring the matter to the attention of their line Manager or a Director

Any employee who has a grievance arising from the Company's Equal Opportunities Policy should raise it in accordance with the Company's Grievance Procedure

Consultation between management and employees is provided by:

Meetings between employees and their line Managers  
Meetings between employees and the Directors of their Departments  
Meetings of the Employee Forum  
Meetings of the Executive Team  
Directly by any employee to the Director of Finance and Resources

The Company's Equal Opportunities Policy is to be made available, and its existence known, to all employees. The Company's Equal Opportunities Policy will also be made available to all job applicants via the Keep Britain Tidy website

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

EQUAL OPPORTUNITIES POLICY continued

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

## **RECRUITMENT**

For all vacant posts advertised internally throughout the Company, and externally through the appropriate media, the Company will seek to obtain a widespread response, from throughout the client group, of appropriate quality to meet the specification of the vacancy, having regard for the need to ensure that members of disadvantaged groups have the opportunity to make an application

## **EMPLOYEE SELECTION**

The Company will ensure that people with appropriate knowledge, skills, qualifications and experience are selected for appointment or promotion

## **JOB TRAINING**

The Company will make available, and where necessary will devise, appropriate training programmes linked to further training and promotion opportunities

## **CONDITIONS OF EMPLOYMENT**

The Company will ensure that it complies with the Equal Pay Act 1970 to ensure that an equitable payment is made to all employees and provide 'Conditions of Employment' that are fair and non-discriminatory

## **CONDITIONS OF EMPLOYMENT TO MEET SPECIAL NEEDS**

The Company will provide conditions and facilities that give employees, and potential employees, equal opportunities

## **MONITORING THE POLICY**

A system of monitoring this Policy will be introduced by the Company so that the effectiveness of the Policy can be assessed. The monitoring will seek to assess the extent to which the Company's objectives are being met and any remedial action that needs to be taken

Using existing information already held a basic profile of the Company's employees will be established to cover: age, gender, racial origin, ethnicity, marital / civil partnership status, disability. 'Positive Action' will be a developing programme of action to be taken primarily in the areas of Recruitment and Employee Selection to try to redress any imbalance shown up by the basic profile

The Company's employee profile will be reviewed annually in June and the results made available to all employees on the Company intranet

# EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT

EQUAL OPPORTUNITIES POLICY continued

ARRANGEMENTS FOR IMPLEMENTING THE POLICY continued

ISSUES THAT WILL BE KEPT UNDER REVIEW

The Company will keep the following areas under review especially with regard to Equal Opportunities:

Training

Monitoring - potential employee selection  
promotion and transfers  
terms and conditions of employment  
parental leave  
absence from work procedure  
grievance and disciplinary procedures  
resignations, redundancies and dismissals

Remedial Action - improved working arrangements  
return to work schemes  
casual work

The Application Form for Employment and the Equal Opportunities Monitoring Form will be reviewed on a regular basis

## NOTES FOR RECRUITMENT ADVERTISEMENTS

All advertisements for vacancies will carry the printed or oral statement:

**“Keep Britain Tidy is an equal opportunities employer”**

Applicants for all vacancies will be able to electronically access, or be sent an Application Form For Employment and an Equal Opportunities Monitoring Form for completion to return either electronically, or by hard copy, to the Company

The Equal Opportunities Monitoring Forms will be reviewed separately from the returned Application Forms

The Equal Opportunity Monitoring Form will request information regarding an applicants:

Racial Origin

Gender

Date of birth / Age

Ability / Disability, and nature of disability

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

## **RECRUITMENT POLICY**

### **APPLICATIONS**

It is the Company's policy to deal with all applications, within fourteen days of the closing date for receipt of applications, with courtesy, respect and sensitivity. Applicants will be properly informed at all stages of the progress of their application

### **SELECTION**

No candidate will be appointed without first having been interviewed by a minimum of two people, one female, one male; one of whom will be the lead interviewer and the person authorised to make the appointment. A member of the Human Resources team will attend all interviews.

The purpose of the interview is to:

- assess the skills and knowledge of the applicant
- assess the attitude of the applicant
- identify the strengths and weaknesses not apparent from the application form
- probe inconsistencies and details submitted by the applicant
- give information about the job

All interviewers will be trained in interview skills and be aware of legal requirements and of the Company's Equal Opportunities Policy

All interviews will be conducted in private and in a place without distractions. Where appropriate, the candidate should be shown the environment in which he / she will work

The interview will reflect Company philosophy, observe legal requirements, be conducted courteously and give full details of terms and conditions of employment and benefits

Unsuccessful applicants will be told the result of their interview within fourteen days of the date of the interview

Reimbursement of travelling / subsistence expenses in accordance with the Company's current Expenses Procedure will be paid to all candidates attending recruitment interviews

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

## **EQUAL OPPORTUNITIES**

The recruitment process will aim to select the most suitable applicant for the job in respect of relevant skills, knowledge and qualifications and the Company will comply with its Equal Opportunities Policy in this regard. No assumptions, or pre-judgements, may be made by those recruiting about the suitability of either gender or any race for a particular job or about the effects of any age and or disability affecting the performance of the job

All recruitment will positively encourage applications from suitably qualified people and will avoid any stereotyping of roles

All vacancies will be advertised in a wide variety of ways to ensure that a fair cross-section of potential applicants has access to the advertisement

Application Forms will only include those questions that are necessary at the initial stages of selection. All questions on the Application Form For Employment will be relevant and non-discriminatory

At interviews the standard Company Interview Question Pack will be used and no questions will be asked, or assumptions made, about a candidate's personal and or domestic circumstances or plans. Where the requirements of the job affect the candidate's personal life, e.g. hours to be worked or travel, this will be discussed objectively

## **SELECTION CRITERIA**

Only those qualifications and skills that are important to the job are to be established as criteria for selection. These may include education, training, professional qualifications, relevant experience and physical abilities, subject to being able to demonstrate that they are highly desirable and relevant attributes for the position. However, such formal academic or professional qualification requirements may be waived if candidates can demonstrate their suitability for the job by other means including previous experience and a willingness to undergo further training

No candidate will be rejected on the basis of trade union membership or non-membership

## **SELECTION TESTS**

If selection tests are used to ensure that applicants have the skills and aptitude required for the job, all such tests will be valid and reliable and free from gender or race bias and non-discriminatory. No decision will be made solely by automatic processing of data from selection tests

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

## **EQUAL PAY POLICY**

The Company is committed to the principle of equal pay for men and women regardless of whether an employee is employed full time or part time. Part time employees will receive pro rata pay, calculated on the proportion of the full time hours they are engaged to work, and the full time remuneration for that role. In this context 'pay' includes not only remuneration but also other benefits of the employment such as promotion and training opportunities and access to facilities provided within the employment package from time to time

The Company is committed to introducing and maintaining pay systems that are transparent, based on objective criteria, and free from gender bias

Women and men employed by the Company are entitled to equal pay if they are undertaking work which is substantially similar or is of equal value to the Company unless there are clear reasons, unconnected with their gender, that explain and justify any differential in pay. In some cases individuals carrying out similar work may receive different salaries because of seniority, loyalty, qualifications and other such factors

Employees are able to raise any query or grievance concerning their pay with their line Manager / Director

The Company's Pay Policy and practices will be reviewed on a regular basis and particular attention will be paid to employees who may be in non-standard employment, in jobs where one or other gender predominates or who are absent on maternity, paternity or parental leave

# EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT

## REDUNDANCY POLICY

### INTRODUCTION

Redundancy arises when the need for a particular job diminishes or ceases. Everything possible will be done to avoid redundancy by using alternative methods, e.g. redeployment, reduction in overtime working, natural wastage, and review of the use of casual workers, lay-off and short time working where appropriate

A dismissal on grounds of redundancy will only take place if a true redundancy situation exists. The criteria used for selection will be applied objectively and there will be consultation with both individual employees and employee representatives, prior to any decision being taken with emphasis on attempting to identify suitable alternative employment and alleviating personal hardship

If 20 or more employees are to be made redundant, consultation will take place with elected employee representatives in accordance with statutory provisions as well as with the individual employee(s) concerned

### SELECTION CRITERIA

The selection criteria set out below will normally be adopted where there is a need to select between employees

- Performance Development Review grading [ based on the most recent full performance development review ]
- Absence from Work record [ subject to anti-discrimination legislation ]
- Disciplinary record
- Length of service
- Relevant qualifications and experience

Where there are elected employee representatives, the selection criteria will be a matter on which the representatives will be consulted

No employee will be selected for redundancy for any of the following reasons:

- Union-related reasons
- Occupational Safety and Health related reasons
- For asserting a statutory right
- Maternity / Paternity related reasons
- For carrying out the function of, or standing as, an employee representative

# **EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY, REDUNDANCY POLICIES EDITION EIGHT**

REDUNDANCY POLICY continued

SELECTION CRITERIA continued

Although the Company will endeavour to invite volunteers for redundancy before declaring any compulsory redundancies, it is at the discretion of the Company in each case whether to accept a volunteer for redundancy

REDUNDANCY PAYMENTS

Redundancy payments will be calculated in accordance with prevailing legislation

ALTERNATIVE EMPLOYMENT

The Company will ascertain whether they may be able to offer alternative employment to anyone likely to be made redundant

An employee may not receive a redundancy payment if they unreasonably refuse an offer of suitable alternative employment, providing the following conditions exist:

- The offer is made before the termination date
- There is no substantial and adverse change in:
  - (a) fares, or travelling time to and from work
  - (b) rate of pay
  - (c) hours of work
- There will be no break in employment
- The alternative employment is suitable in relation to the individual's skills, aptitude and experience
- The employee must have acted unreasonably in refusing the offer

Where an offer of alternative employment is made, both the employee concerned and the Company have a four week trial period in which to decide if the offer of alternative employment is mutually acceptable. At the end of this period, either the employee or the Company can terminate employment and a statutory redundancy payment will be made if the appropriate conditions are met

If an individual employee is given notice of redundancy, they will be allowed time off to look for alternative employment outside the Company

**EQUAL OPPORTUNITIES, RECRUITMENT, EQUAL PAY,  
REDUNDANCY POLICIES  
EDITION EIGHT**

REDUNDANCY POLICY continued

**PAYMENT ON TERMINATION**

If an individual employee's employment is terminated, they will receive the following:

- all outstanding wages and holiday pay up to the date of leaving;
- pay in lieu of notice, if applicable;
- a statutory redundancy payment if they qualify

**APPEAL**

An employee has a right of appeal against any decision to make them redundant

An appeal must be made in writing to the Finance and Resources Director within seven days of being served with a notice of termination