



COOL TECHNIC LTD'S

EQUAL OPPORTUNITY POLICIES AND GUIDELINES

July 2011

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Cool Technic Ltd's Equal Opportunity Policy Statement

Cool Technic Ltd's equal opportunity policy is that in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.

The requirements being met, no employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Cool Technic Ltd is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all employees of Cool Technic Ltd have the right to work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

Cool Technic Ltd is committed to a programme of action to ensure that this and other equalities policies are implemented and monitored at an organisational and individual level.

What is Meant By "Equal Opportunity"?

Factors such as sex, sexual orientation, marital status, ethnic origin, race, religion, colour, nationality, political beliefs, disability and age should not be taken into account for the purposes of:

≡ STAFF

Recruitment, appointment, training, appraisal, promotion, discipline etc.

Selection for a course of study or for a job should be made solely on merit

Further Information

If you are interested in finding out more about any aspect of equal opportunities at Cool Technic Ltd you can contact:

email: craig.m@cool-technic.com



CraigMacdonald
July 2011

DISABILITY IN EMPLOYMENT

1 Scope And Purpose

This document outlines Cool Technic Ltd's policy towards applicants for employment, disabled employees and Cool Technic Ltd's compliance with the employment-related requirements of the Disability Discrimination Act, 1995 and 2005.

The policy relates to all job applicants, employees and any other person acting on behalf of Cool Technic Ltd, concerned with the recruitment, selection and employment of Cool Technic Ltd staff.

2 Policy Statement

Cool Technic Ltd 's commitment to Taking Action for Equality includes a clear commitment to taking positive steps to provide an environment where disabled staff can maximise their potential, contribute to the best of their abilities and have equality of opportunity in recruitment, training and promotion within Cool Technic Ltd. Cool Technic Ltd is also committed to promoting positive attitudes towards disabled people. Cool Technic Ltd believes that it is primarily the attitudes, behaviour and environmental barriers that disabled people face, which can disadvantage, exclude and marginalise them in society. It will therefore strive to identify the needs of disabled staff in consultation with them, provide appropriate support, reasonable adjustments to practices and premises, raise awareness and understanding of the issues surrounding disability, challenge prejudices in relation to disability and incorporate disability awareness into the corporate approach to equality.

Cool Technic Ltd is positive about taking action to support individual disabled staff, to monitor progress corporately and to identify good practice. It therefore encourages all disabled staff to discuss specific needs with their line manager in the first instance. Cool Technic Ltd understands that some disabled people may be reluctant about declaring their disability and disabled staff need to be able to talk about issues affecting them in confidence. Disclosure of information should not normally occur, even for health and safety reasons, without permission.

Every reasonable effort will be made to enable staff who become disabled while employed with Cool Technic Ltd, to remain within its employment.

Cool Technic Ltd is in the process of developing a Disability Equality Strategy in consultation with disabled staff and students which will be in place by March 2008.

3 Definitions

"Disability" is defined as:

"a physical, sensory, or mental impairment which has a substantial and long-term adverse effect on (a person's) ability to carry out normal day-to-day activities".*

'Long term' means 12 months or more.

This applies under the Disability Discrimination Act to both people who currently have a disability and those who have had a disability in the past.

"Discrimination" against a disabled person could occur if:

- ≡ for a reason which relates to a person's disability, (s)he was treated less favourably than Cool Technic Ltd treated, or would treat, others to whom that reason does not apply; and if Cool Technic Ltd could not show that the treatment is 'reasonable'.

Discrimination could also occur if:

- ≡ Cool Technic Ltd failed to comply with the duty to make reasonable adjustments to work premises, practices and equipment in relation to someone with a disability and Cool Technic Ltd could not show that this failure was 'reasonable'.
Unlawful discrimination against disabled job applicants could occur:
- ≡ during the recruitment and selection process ((i.e. anything done by or on behalf of Cool Technic Ltd as part of the recruitment process, or in making employment offers, including application forms, interviews and other selection methods etc.)
- ≡ in the terms and conditions on which jobs are offered;
- ≡ by refusing to offer, or deliberately not offering someone a job because of their disability.

Unlawful discrimination against current disabled employees could occur:

- ≡ In terms and conditions of employment offered or by failing to make reasonable changes to a workplace or the way work is done;
- ≡ In the opportunities for promotion, a transfer, training or receiving any other benefit;
- ≡ By dismissing the person or subjecting him/her to any other detriment as a consequence of his/her disability.

* The Disability Discrimination Act 2005 amended the DDA 1995 to include people diagnosed with cancer, HIV or multiple sclerosis from the point of diagnosis and removed the requirement that mental illness must be 'clinically well recognised'. It also introduced a new positive duty on public bodies to develop a Disability Equality Strategy to eliminate harassment and discrimination against disabled people, promote equality of opportunity and encourage participation of disabled people in public life.

4 Recruitment And Selection

All staff involved in recruitment and selection must be aware of their responsibilities under the Disability Discrimination Act. In fulfilling these requirements, the following questions must be considered:

- ≡ have job descriptions and person specifications been reviewed to ensure that unnecessary requirements do not unfairly exclude a disabled person who could do the job?
- ≡ have reasonable steps been taken to ensure that interview arrangements are such that disabled people may attend without embarrassment or difficulty?
- ≡ have all candidates been asked whether or not they have any special needs relating to their disability, before participating in interviews and tests? This line should be included in all interview letters.

5 Access To Work Programme

'Access to Work' is a programme run by the Department of Work and Pensions and provides support to disabled people to help them overcome work related obstacles resulting from their disability, if their disability is likely to last for 12 months or longer. Practical help can include aids for communication, special equipment, alterations to premises or the working

environment, support, including assistance with communication and travel where a disabled person is unable to use public transport.

It is important for disabled staff who think they may be able to qualify for the Access to Work Programme, to contact their manager immediately on starting work for Cool Technic Ltd. An application to the Access to Work Programme should be made by the disabled person within six weeks of starting work for Cool Technic Ltd, in order for Access to Work to pay 100% of the costs. Access to Work applies to any paid job, part-time or full-time, permanent or temporary. The contact details are at the end of this document.

Any members of staff who become disabled under the criteria of the Disability Discrimination Act are eligible to apply for a grant from Access to Work irrespective of the length of time at Cool Technic Ltd, though in these cases the Access to work Scheme may not meet 100% of the costs. If an application is made after the initial six week period, Cool Technic Ltd would be expected to pay the first £300 and then 20% towards costs. Access to work would pay the other 80%. Access to Work will however pay 100% of the approved cost of equipment, or adaptations over £10,000.

The needs assessment is undertaken in the workplace by the Disability Employment Adviser from Access to Work. Practical advice and help is tailored to suit individual need for a three-year period, after which time an individual's case is reviewed. The onus is on the department to purchase the equipment and then claim the grant back from Access to Work.

6 Training And Development

Career Development

Career development opportunities will be communicated as appropriate, to all employees and those with disabilities will be given equal access to those opportunities.

7 Provisions During Employment

Accidents, Illness and Injuries

Where an employee becomes disabled, whether through accident, illness or injury, every reasonable and practicable consideration will be given to ensuring that (s)he may remain in employment.

In such cases the departmental head must discuss these with the management to consider what action to take.

Examples of steps Cool Technic Ltd may take are:

- ≡ alteration to the individual's job description and responsibilities
- ≡ alteration of working hours or transfer to a different location/place of work
- ≡ modification or purchase of appropriate equipment
- ≡ transfer to a more suitable alternative post
- ≡ time off during working hours for rehabilitation, assessment or treatment
- ≡ training and/or reskilling
- ≡ reasonable adjustments to premises (this will obviously involve assessment of the level of cost that would be considered 'reasonable' in the circumstances of the case)

External specialist organisations will be consulted where appropriate.

8 Monitoring

The management will regularly review Cool Technic Ltd premises and compare them against the standards of Part M of the Building Regulations dealing with access and facilities for disabled people.

9 Responsibilities Under This Policy

Heads of Department/Divisions are responsible for ensuring that this policy is implemented within their own area.

Advice and guidance on the application or interpretation of this policy is available from the director.

10 Complaints

Any member of staff who has a concern that this policy is not being appropriately implemented should raise their concerns in writing with their manager or the Director in the first instance. Applicants for employment with a complaint relating to non-implementation of the policy should write to the Director.

11 Useful Contacts

<http://www.jobcentreplus.gov.uk/cms.asp?Page=/Home/Customers/HelpForDisabledPeople>



CraigMacdonald
July 2011

RACE EQUALITY POLICY

Cool Technic Ltd commitment and aspiration

Cool Technic Ltd aims to promote race equality in all its operations, to celebrate the diversity of its staff and to prevent unlawful race discrimination.

Background

The Race Relations Amendment Act, enacted in April 2001, placed new duties on employers, to prevent discrimination and promote good race relations between different groups. There is now a statutory obligation for Cool Technic Ltd to have a Race Equality Policy.

Purpose of the Race Equality Policy

The purpose of this policy is to promote diversity, fairness, justice and equality of access and opportunity, identify any barriers to progress, expose inequalities and their underlying causes and take remedial and preventative action. The creation of a Race Equality Policy will assist Cool Technic Ltd to identify its aims and aspirations for racial equality and the means by which this will be achieved at an individual, departmental and corporate level.

This policy sets out Cool Technic Ltd 's existing commitments and priorities for the coming year, after which progress will be reviewed and also identifies longer-term goals for the next four years.

Cool Technic Ltd is reviewing its Equal Opportunities Policy, of which race equality is an integral part. Cool Technic Ltd 's corporate equality objectives and equality action planning within Departments also include action on race equality. This Race Equality Policy and Cool Technic Ltd 's Equal Opportunities Policy are intended to complement each other.

Definitions Of Racism

Cool Technic Ltd recognises that opposing race discrimination necessitates an acceptance of the existence of racism within society, an understanding of how it operates and the knowledge, ability and confidence to challenge this in oneself and others and within the system and culture in which we live and work.

Racism is a complex phenomenon. It is prejudice combined with power which informs attitudes and actions (not necessarily consciously), which can then become embedded in organisational structures and which subordinates or excludes a person or group because of their colour, culture, race, nationality or ethnic differences.

The manifestation of racism is complex because prejudice and stereotyping can take different forms when applied to different groups. Racism can be both personal and institutional, overt or subtle, intentional or unintentional. The Stephen Lawrence Inquiry defined institutional racism as:

" ...the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, or ethnic origin. It can be seen, or detected in

processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping, which disadvantage minority ethnic people."

The charge of institutional racism does not mean that all or most of an institution's members or leaders are racist; rather, it describes the environment in which cultural, institutional, professional and traditional assumptions, practices and structures (both formal and informal) can create the context in which discrimination occurs. This is demoralising and oppressive for minority ethnic people and has effects similar to discrimination, even where acts of blatant discrimination are rare. A noteworthy, although by no means exhaustive, list of manifestations of institutional racism is detailed in note 2 of the Appendix to this policy.

Cool Technic Ltd is committed to

- ≡ monitoring by racial group, the recruitment and career progression of staff
- ≡ assessing the impact of its policies, including its Race Equality Policy, on staff of different racial groups, identifying and addressing any inequalities and disadvantage
- ≡ publishing the results annually

Implementation of the policy

Any member of staff who considers that s/he has not been treated in accordance with this policy should raise their concerns in writing with their manager, or a director, if the concern is about the manager's actions. Applicants for employment concerned about the application of the policy should write to the Director.

Appendix

Note 1

Some common manifestations of institutional racism, which are important to note are :

- ≡ 'it doesn't happen here' - a denial of the possibility of discriminatory practice within an institution in the absence of accurate data, or without consulting those most likely to be on the receiving end of discrimination, or a refusal to accept such findings;
- ≡ a 'colour blind approach', which treats everyone the same and which does not acknowledge or address the differing needs of black and minority staff and therefore potentially marginalizes their perspective;
- ≡ abdication of one's personal responsibility for tackling racism, by not challenging others' behaviour or attitudes, as 'it does not directly affect me', or for fear of unpopularity or reprisals;
- ≡ failing to incorporate race issues within day-to-day practice, procedures and mainstream activity;
- ≡ lack of awareness and understanding about how structures and individuals unwittingly perpetuate racism, without attempting to attend training, or to be self-aware about one's own assumptions, behaviour and attitudes, or to acquire new knowledge and act on it;

- ≡ under-representation of specific groups within the organisation, particularly at a senior and influential level, the absence of a 'minority' perspective on key decision-making bodies and fora;
- ≡ a belief that there are no barriers within the institution and/or insufficient recognition of discrimination at an earlier educational level, i.e. a lack of awareness that the playing field is not level. The assumption that setting targets for black and ethnic minority staff will entail lowering standards or no longer appointing on merit;
- ≡ a weak commitment in practice, to implementing the policies that institutions subscribe to on paper.

COOL TECHNIC'S RACE EQUALITY ACTION PLAN 2009-2012

Section 1

2.1. Incorporation Of Race Equality Within The HR Strategy.

Action for equality is integral to the Human Resources Strategy. Cool Technic Ltd is committed to revise and develop Cool Technic Ltd's human resource policies over the next three years, to enshrine the principles of equality, promote good management practice and to meet the needs of a diverse workforce.

2.2. A More Diverse And Representative Workforce.

One of Cool Technic Ltd 's corporate equality objectives is to improve its equality monitoring data relating to staff to enable Cool Technic Ltd to address imbalance and under-representation of particular groups within the workforce.

Further work on analysing ethnicity both in relation to senior posts and sex is planned for the future.

Cool Technic Ltd will continue to analyse the results of monitoring and progress annually, using existing reporting mechanisms such as the Committee for Equal Opportunities, Human Resources Policy Committee, Academic Committee and Council.

Managers should use the discretion available within the rules for granting annual leave, time off in lieu, flexitime and unpaid leave to treat sympathetically requests for leave from employees for cultural and religious observation and holidays.

2.3. Promoting Fair Recruitment And Selection Practice Throughout Cool Technic Ltd

Cool Technic Ltd 's Human Resources Strategy outlines in detail the initiatives underway in relation to the recruitment and selection of staff and racial equality will be integral to these initiatives and reviews. Cool Technic Ltd 's recruitment procedures are currently under review. The recruitment and selection guidelines will be revised in 2008 and will ensure that in future interview panels are as diverse as possible and that all managers and staff involved in appointing staff, career development, assessment and promotion receive fair recruitment and selection training. The guidelines will also advise managers on recruitment advertising aimed at publicising vacancies as widely as possible to attract a wide range of applicants for jobs and to encourage applications from under-represented groups, where these are under-represented within a particular Department or work area. Recruitment monitoring will be rolled out across Cool Technic Ltd as part of the new recruitment and selection process.

2.4. Induction

It is the responsibility of managers to ensure that new staff are fully apprised of Cool Technic Ltd 's Equal Opportunity Policy, Race Equality Policy and of their responsibilities under these policies. The Staff Development and Training programme of induction training for new staff includes an outline of equality issues, Cool Technic Ltd 's equality initiatives and structures and progress on implementing Cool Technic Ltd 's Race Equality Policy.

2.5. Appraisal

Cool Technic Ltd is introducing a revised Appraisal, Review and Development Scheme in the spring of 2008. Training is mandatory for all Reviewers, which will include advice on reviewing a culturally diverse staff group.

2.6. Promotion

The need for clear, objective, non-discriminatory criteria for promotion with feedback on decisions is of paramount importance in ensuring racial equality in promotion. There is an annual monitoring of the academic promotion process to ensure that it rewards performance equitably and does not discriminate against black and minority ethnic staff, women, or staff in particular disciplines.

2.7. Pay and Grading

An equal pay audit is planned for 2008, which will identify any areas of pay inequality on the basis of ethnic origin, sex or disability status. The audit will enable an analysis of the cause of any inequality and Cool Technic Ltd will address any inappropriate inequalities.

2.8. Staff Development and Training

Cool Technic Ltd is in the process of finalising a Staff Development Strategy. The monitoring of staff review and training take up will enable assessment of whether development opportunities for black and minority staff are meeting their needs.



CraigMacdonald
July 2011

RELIGION AND BELIEFS GUIDANCE

Introduction

With effect from 2 December 2003 it is unlawful to discriminate against a person on the grounds of their religion or beliefs.

Specifically the new regulations outlaw;

- I. Direct discrimination-treating people less favourably than others on grounds of religion or belief;
- II. Indirect discrimination-applying a provision, criterion or practice which disadvantages people of a particular religion or belief and which is not justified as a proportionate means of achieving a legitimate aim;
- III. Harassment-unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment;
- IV. Victimisation-treating people less favourably because of something they have done under or in connection with the Regulations, e.g. made a formal complaint of discrimination or given evidence in a tribunal case.

Discrimination on the grounds of religion has always been unacceptable at Cool Technic Ltd and is indeed one of its founding principles. The legislation, however, raises a number of issues that Cool Technic Ltd must consider and guidance is given on these below.

Practical Steps

All religions have a variety and range of doctrinal beliefs, which may have different values and customs. Fair treatment involves taking difference into account, not treating everyone the same. If in doubt about your approach to a particular issue ask the individual concerned, if prompted by a genuine desire to get things right, this should not be offensive or resented.

"Attitudes and behaviour of staff are a more frequent source of unfair treatment than policies and procedures. Ignorance and indifference do not themselves constitute discrimination but in organizational settings can contribute to an environment in which discrimination of all kinds can thrive. "It is recommended that staff familiarize themselves with the information on the ACAS website (http://www.acas.org.uk/media/pdf/f/l/religion_1.pdf) which includes 'Guidance on commonly practiced religions'.

- Managers should consider requests for flexible work schedules for individuals wishing too observe religious festivals and holy days. Dates for some religious festivals are approximate as they are based on lunar observation and may change from year to year, or according to different doctrines, or local customs.
- Managers should be prepared to make reasonable adjustments to working arrangements as long as they don't cause undue disruption, to enable staff to participate in religious festivals. Such adjustments, which could include approving annual leave, time off in lieu (TOIL), unpaid leave, and/or flexible working arrangements.
- In considering requests from staff to work over national public holidays and closure dates (which are mostly based on Christian festivals) in order to take TOIL to observe particular

religious festivals, managers need to consider the corporate policy regarding access to Cool Technic Ltd buildings during closure periods which is determined by the Director and also the health, safety and security issues locally, before agreeing a request. Managers involved in both corporate and local decisions regarding requests from individuals to work during closure periods should consider safety, security and the supervision of staff working out of normal working times.

- Some religions have a holy day in the week in addition to specific festivals, where spiritual/religious observance or particular duties are expected. Flexibility in commencement and finishing times would assist devout Jews who may wish to leave work early on Fridays for Shabbat, as travelling by car, or public transport, cooking, phoning or writing are forbidden after sunset. Similarly allowing Muslims an extended lunch break on Fridays and to make up the time in the course of the week, will enable those who wish to attend the collective ritual noon Friday prayers, to do so.

- Requests for reduced lunch breaks where an employee is observing a fast, should also be considered, bearing in mind the legal minimum of a twenty minute break for every six hours worked.

- There are also religious obligations in relation to birth, coming of age, marriage and death, which can vary according to religion, culture and position in the family.

- Legislation does not specifically require the provision of a prayer room/quiet room by employers, but if an employee requested access to a quiet place for prayer in the working day, an employer may be acting in a discriminatory way if they refused such a request. The ACAS guidance points out that to fulfill obligations to pray may take no more time than to drink a cup of tea or coffee.

- Job interviews should not contain any questions enquiring about religious affiliation, or questions designed to reveal if religious requirements might conflict with workplace routines, or workplace schedules. If there is a need to specify the requirements of the job in relation to hours of work and any out of hours arrangements these should be made clear to all candidates and they should all be asked if they are able to comply.

- Many religious and cultural traditions require particular dress, wearing the hair in a certain way, having locks, not cutting the hair, or wearing head coverings e.g. hijabs, turbans and Yarmulke and/or wearing long or modest clothing which covers the body and/or the wearing of particular jewellery like the Sikh Kara, or bracelet. In most cases these should not be in conflict with office dress codes, uniforms, or health and safety, but sensitivity and flexibility should be shown and efforts made to accommodate the wearing of religious dress safely.

- Where a religion or belief has specific dietary requirements and staff bring food into the workplace, they may need to store and/or heat some foods separately from other food, for example to keep milk and meat separate, or to avoid contact with pork. Consultation with staff to find a mutually acceptable outcome is recommended.

- Be mindful when organizing work functions and social events related to work, to minimize potential conflicts between a member of staff's religious beliefs and his/her ability to engage in social activities related to work.

- Naming systems. Ask for people's first names and family names NOT their Christian name. Ask how they wish to be addressed and how their name should be pronounced. Not everyone

has a surname or family name in the Anglo Saxon sense of family name, nor will this always come last.

- Requests/representation from people with less well known religious beliefs should be treated with the same sensitivity as those with more well known or main stream religions or beliefs.

Further Information:

1 Religious Discrimination in England and Wales Home Office Research Study 220
February 2001.



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July 2011

SEXUAL ORIENTATION

Sexual Orientation - recognition and awareness of the discrimination facing lesbians, gay and bisexual people

Lesbians, gay and bisexual (LGB) people and sometimes those perceived to be lesbian, gay or bisexual, often experience homophobia, hostility, harassment or prejudice which can go unrecognised and discrimination which is often unchallenged.¹

It is estimated that 10% of the population in the UK is lesbian, gay or bisexual.²

Lesbian, gay and bisexual people often face pervasive negative images of their sexuality and damaging myths and stereotypes - for example spurious connections with child abuse and HIV/AIDS in relation to gay men, that gay men are obsessed with sex, that LGB relationships are primarily sexual and short lived and that lesbians make unfit mothers or are a threat to the 'ideal' of marriage and the family.

The majority of Cool Technic Ltd staff probably regard a colleague's sexual orientation as a purely private matter but it is important to acknowledge that LGB staff will not feel welcome at work if the attitudes of colleagues, organisational structures and Cool Technic Ltd policies impact negatively on them at work.³

LGB people are living in a society where they are seen by many as deviating from the 'norm'. This means that they may have to deal with a number of different issues, which those who are not LGB do not for example:

- They may experience pressure to conform with the 'norm' and may have to acquire coping skills to confront bias and harassment (possibly even violence) and the need to create support and seek acceptance.
- LGB people who are not 'out', (i.e. do not acknowledge publicly that they are LGB), are unlikely to complain about harassment at work for fear that if they do, their sexual orientation will become widely known.
- Where individuals are not 'out', they may need to behave differently at home and at work and to live in public or at work with a social appearance which is inconsistent with their own feelings, or self image. They may therefore experience loneliness, isolation and invisibility because their true self is not known to work colleagues.
- Some LGB people may not feel they are in a position to come 'out' for fear of the reaction and possible rejection by families, friends and community for the fear of losing their children. If LGB people have children, there is the possibility of their sexual orientation being used against them in child custody cases. Others may consider that they are not in a position to come 'out' for fear of losing their jobs - this may be more likely in some caring professions, such as nursing or teaching.
- Having to decide who should know they are LGB can be stressful; knowing that being 'out' and visible can make them more vulnerable to prejudice and attack.
- There is a conflict for some people between their faith and sexual orientation.

- LGB members of staff are vulnerable to being ‘outed’ against their will by colleagues, perhaps inadvertently. This may have consequences where some staff are strongly opposed to homosexuality or bisexuality.
- Where an LGB person is not ‘out’, they may be concerned about the social aspects of work where there is an expectation of being accompanied at social functions by a partner.
- Bisexuals may face a struggle for acceptance with either lesbians or gay men⁵, as well as with heterosexual colleagues.
- Black and minority ethnic LGB staff sometimes feel they have to choose whether to identify with their ethnicity or sexual orientation, rather than both. They may face racism from other LGB people.

All Cool Technic Ltd staff have responsibility for challenging discrimination and promoting equality, for ensuring that there is no discrimination or harassment on the basis of someone’s sexual orientation and that everyone is made to feel welcome regardless of their sexual orientation.

Cool Technic Ltd’s Policies Ensure The Following

1. That those who are LGB are not discriminated against in recruitment and selection, promotion or the implementation of any other Cool Technic Ltd policy.
2. That same sex partners are considered in the same way as partners of heterosexual staff.
3. That criminal convictions for which the person concerned would not have been convicted of were they not LGB are discounted in the recruitment process. This is in line with ACAS guidance.⁶
4. LGB staff with dependents has the same rights under Cool Technic Ltd employment policies as other staff.
5. Homophobic attitudes or behaviour or deliberately ‘outing’ a colleague or student is considered harassment under Cool Technic Ltd’s anti-harassment policies and if proven will be considered a disciplinary matter.
6. Course materials and teaching practice should not marginalise LGB issues and should promote the diversity and complexity surrounding sexual orientation.
7. [Civil Partnership information](#)

Some useful definitions

Lesbian - a woman who is sexually attracted to women.

Gay - homosexual - a person who is sexually attracted to members of the same sex.

Bisexual - a person who is sexually attracted to both men and women.

Heterosexual - a person who is sexually attracted to the opposite sex.

Homophobia - intense hatred or fear of homosexuals or homosexuality.

‘Out’ - being open about one’s homosexuality.

Transgender people - The issue of ‘sex re-assignment’ or people who have changed sex, or plan to change sex, is a separate issue and unrelated to sexual orientation. It is already unlawful to discriminate against or harass anyone on the grounds that they intend to undergo treatment to change their sex, or is undergoing treatment to change their sex, or has undergone treatment.

Transvestite - a person who wears clothes of the opposite sex for any of a number of reasons, but has no desire to undergo gender reassignment.

¹The AUT ‘Fairness at Work’ study in 2001 found that there was notably higher incidence of harassment in the workplace experienced by LGB staff in Higher Education Institutions, only a small number of LGB staff were ‘out’ at work. There was also a ‘glass ceiling’ operating in relation to gay men in senior academic and administrative posts.

A GALLUP survey in 2002 found that 83% of the young LGB people surveyed had received verbal or other abuser for being gay.

²Stonewall

³A TUC survey conducted in 1995 found that two thirds of LGB staff concealed their sexual orientation from people at work for fear of negative repercussions.

⁴The Issue of Outing, taken from Pride not Prejudice AUT booklet 1998

⁵Cabaj August 2003

⁶ACAS 2003 - Putting the Employment Equality (Sexual Orientation) Regulations 2003 into place http://www.acas.org.uk/publications/pdf/guide_sexualO.pdf



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July 2011

COOL TECHNIC'S GENDER EQUALITY SCHEME

Summary

Commitment And Aspiration

Cool Technic Ltd aims to promote gender equality in all its operations and to prevent unlawful gender discrimination. It aims through this policy and other strategic policies to promote diversity, fairness, justice and equality of access and opportunity, identify any barriers to progress, expose inequalities and their underlying causes and take remedial and preventative action.

This document sets out Cool Technic Ltd's Gender Equality Scheme.

A number of key areas have been identified for necessary action to forward gender equality, and incorporated into this GES:

- ≡ Culture change - The need for transparency, awareness and main-streaming of all gender equality issues and initiatives. This will require significant culture change in terms of understanding the factors which affect all staff in career choices, progression and educational paths at all levels.
- ≡ Getting In - barriers to females, compared to males, gaining access to all career paths within Cool Technic Ltd. Perceived lack of advice, mentoring and encouragement from senior members and line managers for those in junior posts. e.g. early trainee and improvers making the transition to engineer.
- ≡ Getting back - Support/flexibility for career breaks e.g. for maternity, caring responsibilities. Better flexibility for changing work/life balance because of these caring responsibilities e.g. switches to part-time from full time work and back again.
- ≡ Getting on - through the 'glass ceiling' which requires improved information and encouragement for promotions to senior grades. This has been started by initiatives to promote gender balance on key decision-making bodies, appointments panels and senior management teams with targets being set for these senior appointments.

The action plan is presented as a matrix of objectives, proposed actions with timescale and responsibilities under the following main headings:

STAFF:

1. Promotion of the GES and assessment of the impact of Cool Technic Ltd policies on gender equality: raising awareness and mainstreaming gender equality into Cool Technic Ltd strategies.
2. Data monitoring: improving communication of staff data on workforce profiles, progress towards Cool Technic Ltd 's workforce equality targets in relation to sex.
3. Career progression, promotions and grading reviews: At regular staff review and feedback raise staff awareness of procedures related to gender equality.
4. Development of a workplace culture that recognises and respects family and carer responsibilities
5. Reviewing the gender balance in staff groups and levels where one gender is under-represented and establishing targets where appropriate
6. Equal pay audit

Monitoring will be the responsibility of the management teams, and ultimately the directors. Implementation will be led by the management and other senior staff. Cool Technic Ltd will

ensure that the organisations with which it contracts, comply with Cool Technic Ltd 's Gender Equality Scheme. The Senior Management Team and relevant committees will monitor and review this policy after its first year in operation.

Background

The Gender Equality Duty comes into force in April 2007. The aim is to eliminate unlawful discrimination and harassment and promote equality of opportunity between women and men. This places specific duties on employers, to develop and publish a Scheme in consultation with staff. The Scheme should set out gender equality objectives for the next three years, address any gender pay gaps, and assess the impact of current and proposed policies and practices on gender equality and mainstream gender equality into core functions.

The term 'gender' refers to the wider social roles and relationships which structure women and men's lives. The Duty includes both women and men and also transgender people.

While women are taking an increasingly important role in labour market participation, the continuing unequal domestic division of labour and caring responsibilities impacts to a greater extent on their careers.

It is lawful for Gender Equality Schemes to treat men and women differently if the aim is to overcome previous disadvantage. It is also lawful to set up separate provision, or positive action initiatives where one sex is underrepresented in a particular area.

The first Scheme must be in place by 30 April 2007 and it must be reviewed at least every three years.

Information Gathering And Consultation

Annual monitoring information will be used by Cool Technic Ltd to identify objectives and priorities regarding gender equality and to monitor progress. Cool Technic Ltd 's management will monitor annually Cool Technic Ltd 's workforce by sex, ethnicity, disability, grade and contract status, its recruitment activity, harassment and bullying by sex, ethnicity and disability, the implementation of Cool Technic Ltd's performance management policies and training take up. Cool Technic Ltd also monitors annually the balance of the sexes and black and minority ethnic staff.

Implementation Of The Scheme

Cool Technic Ltd will ensure that the organisations with which it contracts, comply with Cool Technic Ltd 's Gender Equality Scheme. This will be monitored.

Any member of staff who considers that s/he has not been treated in accordance with Cool Technic Ltd policies resulting from this Scheme should raise their concerns in writing with their manager, or with a director, if the concern is about the managers actions.



CraigMacdonald
July 2011

ABSENCE POLICY STATEMENT

We are committed to improving the health, well-being and attendance of all employees. We value the contribution our employees make to our success. So, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains:

- ≡ what we expect from managers and employees when handling absence
- ≡ how we will work to reduce levels of absence to no more than 15 days per employee per year.

This policy has been written after consultation with employee representatives. We welcome the continued involvement of employees in implementing this policy.

Key principles

The organisation's absence policy is based on the following principles:

1. As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. (See the Company Sick Pay scheme.)
2. Regular, punctual attendance is an implied term of every employee's contract of employment - we ask each employee to take responsibility for achieving and maintaining good attendance.
3. We will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - a. 'special leave' for necessary absences not caused by sickness
 - b. a flexible approach to the taking of annual leave
 - c. rehabilitation programmes in cases of long-term sickness absence.
4. We will use an occupational health adviser, where appropriate, to:
 - a. help identify the nature of an employee's illness
 - b. advise the employee and their manager on the best way to improve the employee's health and well-being.
5. The company's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.
6. We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

Notification Of Absence

If an employee is going to be absent from work they should speak to their manager or supervisor within an hour of their normal start time. They should also:

- ≡ give a clear indication of the nature of the illness and
- ≡ a likely return date.

The manager will check with employees if there is any information they need about their current work. If the employee does not contact their manager by the required time the manager will attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with their line manager. Managers will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may prefer to discuss health problems with a person of the same sex.

Evidence Of Incapacity

Employees can use the self-certification scheme for the first seven days absence. Thereafter a doctor's certificate is required to cover every subsequent day.

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Company and the employee to maintain contact at agreed intervals.

Return To Work Discussions

Managers will discuss absences with employees when they return to work to establish:
the reason for, and cause of absence
anything the manager or the company can do to help
that the employee is fit to return to work.

A more formal review will be triggered by:
short-term absences
long-term absence.

This review will look at any further action required to improve the employee's attendance and well-being. These trigger points are set by line managers and are available from Personnel.

Absence due to disability/maternity

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records. We refer employees to our Equality Policy - covering family policies and disability discrimination policies.



CraigMacdonald
July 2011

Age discrimination in the workplace is now officially illegal! From 1 October 2006, the Employment Equality Age Regulations 2006 took effect. The regulations outlaw age discrimination in employment and vocational training, Vocational training covers not just training in the workplace, but all training that contributes to employability.

The Regulations will apply to both young and old people.

- ≡ Age discrimination will be unlawful unless is a proportionate means of achieving a legitimate aim and can be objectively justified.
- ≡ The default retirement age will be 65. Compulsory retirement below 65 will be unlawful unless objectively justified. (Cool Technic Ltd 's retirement age is currently 65)
- ≡ Planned retirement will be a fair reason for dismissal, BUT individuals have the right to request to work after 65 and it is the duty of the employer to consider such requests.
- ≡ New processes are required to manage retirement. No age criteria should be used in recruitment, promotion, training, pay or benefits unless justified.
- ≡ Awards for damages will be unlimited in successful tribunal cases. (N.B. A job applicant can also make a claim to an employment tribunal. It is not necessary for them to have been employed by Cool Technic Ltd to make a claim of discrimination.)

Cool Technic Ltd 's equal opportunity policy has stated for many years that no employee will be discriminated against on the grounds of age. Cool Technic Ltd 's harassment and bullying policy for staff also already includes age.

Cool Technic Ltd is reviewing its employment policies and procedures and the training allied to them, to ensure that they comply with the legislation, are age neutral and do not impact differentially on specific age groups.



CraigMacdonald
July 2011

Cool Technic Ltd are committed to becoming a truly sustainable business. This means having the ability to continue providing our customers with high quality products and services in ways that enhance the environment.

We aim to

- reduce emissions to levels at which adverse impacts on the environment are avoided
- take water and other resources from the environment at a level that is in balance with the expected rate of regeneration
- do all we can to comply with and, where possible, to better codes, consents and directives issued as local, national and European directives
- conserve and protect the environment and, wherever possible, improve it through the services we provide
- operate in a socially responsible manner
- be fully prepared to cope with our operational emergencies that might affect the environment
- lead by example within our region to contributing towards its sustainable development in integrating sustainability into business practice.

To achieve our aims we will

- applying strict quality controls in all we do
- seek to design, operate and maintain our equipment to the highest practicable standards in order to meet our environmental objectives
- implement new technology to improve working practices
- install plant and equipment and design capital work that blends as sympathetically as possible into the local landscape
- involve the public in our work, liaising with local groups and individuals where our operations may affect them
- publicly report on our performance
- develop accounting systems as a means of understanding our environmental impacts.



CraigMacdonald
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