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1. General Commitment to Equal Opportunities

- I.1 Geotechnics Limited is an equal opportunities employer. It is fully committed to promoting equality of opportunity in all it does as an employer and as a provider of services.
- I.2 Geotechnics Limited recognises that individuals and groups can be unfairly discriminated against and acknowledges its responsibilities to eliminate discrimination, both direct and indirect, in particular any form of discrimination that is unlawful.
- I.3 Geotechnics Limited seeks to operate within a framework of fairness, openness, integrity and accountability and to extend its commitment to equality of opportunity via its expectations of those who provide services for the company.
- I.4 Geotechnics Limited key values and principles are to ensure that:
- All employment and service delivery policies and practices aim to reflect a positive valuing of human difference and diversity.
 - All Geotechnics Limited staff/workers are aware of and understand the company's commitment to equality of opportunity and their responsibilities in relation to this. Training and guidance for staff/workers will reinforce this, especially training for those involved in recruitment and selection decisions.
 - Geotechnics Limited workforce has the knowledge, skills and abilities to provide high quality services within a clear framework of anti-discriminatory, including anti-sectarian, practice.
 - Geotechnics Limited services are responsive, accessible, sensitive and appropriate to those who need and may benefit from them.
 - All employees/workers have the right to be treated with consideration, respect and dignity.
 - The participation of Geotechnics Limited staff/workers in the development and implementation of Geotechnics Limited' policies, procedures and practices is encouraged and facilitated with a clear and consistent focus at all times on achieving equality of opportunity.
 - Geotechnics Limited' goal is to develop a culture in which any form of discrimination or harassment is known to be unacceptable and where individuals are confident enough to bring complaints without fear of ridicule or reprisal.
- I.5 Geotechnics Limited will ensure that all policies and practices are in line with relevant employment and service delivery related legislative, regulatory and good practice requirements. This includes the:
- Equality and Human Rights Commission Equality Act 2010 Statutory Code of Practice
 - Equality Act 2010 Equal Pay Act 1970
 - Rehabilitation of Offenders Act 1974
 - Human Rights Act 1998
 - Immigration & Asylum Act 1999
 - Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- I.6 This is not an exhaustive list and Geotechnics Limited recognises that there are many groups who face discrimination and victimisation not all of whom are afforded the protection of specific legislation or regulation. The company also recognises that some individuals may face discrimination on more than one front e.g. there could be discrimination on basis of both ethnic origin and gender. Geotechnics Limited will take appropriate action to combat this.
- I.6 Geotechnics Limited will seek to ensure that all employment policies and practices are in line with relevant national and European legislative changes as and when these occur.



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- Rebrand



2. Equality in Employment

2.1 Geotechnics Limited aims to integrate equality of opportunity into all of its employment activities. Geotechnics Limited seek to recruit and retain a workforce that is diverse and representative of the community and those whom the company works with or provides a service to.

Recruitment and Selection Practices

2.2 No prospective Geotechnics employee/worker or existing employee/worker will be subject to any form of discrimination on the grounds of:

- Gender
- Age
- Marital status or civil partnership
- Race
- Colour
- Nationality
- Ethnic or national origin
- Religious beliefs (or none)
- Disability
- Sexual orientation
- Gender re-assignment
- Pregnancy or maternity
- Political beliefs or opinion
- Trade union membership/non-membership and involvement in trade union activities. This list is not exhaustive.

2.3 With regard to recruitment and selection of staff/workers, job and person specifications are prepared for every vacancy, details of vacancies are made available via internal and/or external advertising (including Job Centres, Careers Offices), or existing Geotechnics Limited staff/workers may be transferred. Applicants are short listed based upon the information they have put on their application which will then be assessed against the criteria for the role and selection decisions are made on the basis of merit.

We will not ask candidates questions about their health before including them in a shortlist or offering them a job, except for the purposes of establishing whether or not they will be able to complete one of the stages of the recruitment process, for example an interview and whether we will need to make reasonable adjustments for a candidate to complete one of the stages of the recruitment process.

2.4 Geotechnics Limited will monitor job applications for diversity and equal opportunities.

2.5 The Geotechnics Limited recruitment and selection policy will be applied consistently.

Training and Development Opportunities

2.6 Geotechnics Limited is committed to promoting the professional development of all staff/workers. Induction, training and promotion opportunities will operate in a fair and non-discriminatory way so as to maximise the potential of all employees/workers.

Harassment/Bullying

2.7 Geotechnics Limited is committed to creating working environments in which every employee/worker is treated with dignity, courtesy and respect and each person's individuality and self worth within the workplace is maintained.



2.8 Geotechnics Limited makes clear to all employees/workers that harassment and bullying will not be tolerated. Any employee/worker who feels he/she is being harassed or bullied can complain without fear of being victimised or isolated.

2.9 Please see Section 3 for further details of the company's bullying and harassment policy.

Disciplinary and Grievance Procedures

2.10 Geotechnics Limited has developed procedures for handling disciplinary matters and grievances (see procedures annexed to Conditions of Employment) which apply to all staff irrespective of their status within the organisation. The intention behind these procedures is to resolve and remedy problems quickly and before they become more serious. Geotechnics Limited is committed to implementing disciplinary and grievance procedures fairly and consistently.

Genuine Occupational Requirements

2.11 There may be posts within Geotechnics Limited for which a genuine occupational requirement exists and which precludes some individuals from being considered. Any decision to exclude individuals or groups from consideration on this basis will be shown to be justifiable.

Positive Action

2.12 Subject to appointment decisions being made on merit, Geotechnics Limited reserves the right to take action to achieve and maintain at all levels a workforce that reflects a commitment to promoting equality of opportunity. If necessary Geotechnics Limited will use, where appropriate, powers available under the relevant legislation to take positive action. This could include:

- The development of strategies to ensure that positive, encouraging messages are given to underrepresented groups to apply for vacant posts
- Incorporation of diversity awareness into management and staff/workers training/development programmes and specifically into recruitment and selection training
- Action to ensure that employees have equal access to training, development and career opportunities
- Action to remedy the under representation of particular groups at certain levels within the workforce – for example, by offering targeted training, development and career opportunities if appropriate.

Social Events

2.13 This policy will also apply to social events which are work-related. Employees/workers will therefore be expected to conduct themselves in a manner that is consistent with this policy. Whilst the social event(s) may or may not occur outside working hours, employees'/workers' actions and behaviour will be regarded as having been carried out in the course of their employment.

3.0 Bullying and Harassment

3.1 "Harassment", in general terms, is unwanted conduct which has the purpose or effect of violating the dignity of employees/workers in the workplace. It may be related to age, sex, race, colour, disability, religion, nationality, marital status, sexual orientation, ethnicity, sectarianism, political beliefs or any personal characteristic of the individual. It may also be a civil or criminal offence and it may contravene health and safety legislation.



- 3.2 "Bullying" may be characterised as offensive, intimidating, malicious or insulting behaviour, which undermines the confidence and self-esteem of the recipient who is made to feel upset, threatened, humiliated, vulnerable and victimised.
- 3.3 Defining the types of behaviour that could be deemed as harassment can be problematic as conduct which may cause distress, annoyance and embarrassment to one employee/worker, may be totally acceptable to another. Equally, the "harasser" may not realise that their behaviour / actions amount to harassment. It is not a defence for a person to carry out such unacceptable conduct on the premise that no offence was intended.
- 3.4 Employees/workers must therefore be sensitive about the feelings of other employees/workers. An employee/worker who was not the subject of a joke / comment may take offence and this may amount to harassment.
- 3.5 The following provides a list of behaviour / actions that may constitute harassment (this list is not exhaustive):
- Repeated and unwanted verbal or sexual advances
 - Explicit derogatory statements
 - Discriminatory remarks, ageist jokes or homophobic comments (even if no offence is intended)
 - Offensive language or sectarian songs Gossip and slander
 - Use of pin-ups, pornographic material, graffiti, flags, bunting or emblems within the workplace
 - Unwelcome sexual attention or physical contact
 - Threatened or actual physical violence
 - Speculation about background, education, private life, parentage
 - Setting unattainable targets
 - Undervaluing work done
 - Belittling someone's opinion or humiliating someone in front of others Isolation / exclusion from social activities
 - Coercion, including pressure to participate in political/religious groups
- 3.6 Not all harassment occurs face-to-face. Harassment by email, letter, memo and fax is viewed just as seriously.

Role of Directors and Managers

- 3.7 All Directors and Managers have a duty to recognise the possibility for harassment to occur in the workplace, and take preventative measures or, if identified, take prompt action to stop immediately any such harassment.
- 3.8 All Directors and Managers should ensure that staff/workers are aware of what is acceptable and unacceptable conduct in the workplace, and should themselves set a good example.
- 3.9 Directors and Managers should ensure that the standard of conduct or behaviour, which could be perceived as potentially offensive, distressing or embarrassing, is corrected by counselling, training and / or disciplinary action as appropriate.

Role of Employees/Workers

- 3.10 Each employee/worker is responsible for ensuring that they do not behave in any way which may be deemed to be harassment.



3.11 Each employee/worker is expected to be vigilant within the workplace and should report any acts of harassment, bullying or discrimination that may be witnessed.

3.12 All reports and allegations will be treated sensitively and maintain confidentiality to the maximum extent possible. Employees/workers have a duty to challenge behaviour, which is contrary to this policy, and to support individuals who are subject to harassment.

4.0 Complaints

4.1 Any complaints should be made informally to your line manager in the first instance (or to a more senior manager if the complaint is about your line manager).

4.2 If the complaint cannot be resolved in this way or the matter is too serious to be dealt with informally, it should be raised formally by using the company's grievance procedure (see procedures annexed to Conditions of Employment).

4.3 All complaints will be treated seriously and investigated fully.

4.4 You have a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint that you know to be untrue may lead to disciplinary action being taken against you.

4.5 Acts of discrimination, harassment, bullying or victimisation against employees/workers or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Conduct of this type will often be gross misconduct which can lead to dismissal without notice.

