



Equal Opportunities Policy

1. General

1.1 Green Courier is committed to a policy of equal opportunities for all employees, workers and applicants and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. Green Courier will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and places an obligation upon all staff to respect and act in accordance with the policy. Green Courier is committed to providing training for its entire staff in equal opportunities practice.

1.2 Green Courier shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Green Courier will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

1.3 Green Courier will not accept instructions from clients that indicate an intention to discriminate unlawfully.

2. Sex and Race Discrimination

Unlawful sex or race discrimination occurs in the following circumstances:

2.1. Direct Discrimination

Under the Sex Discrimination Act 1975 and the Race Relations Act 1976 direct discrimination occurs where one individual treats another individual less favourably on grounds of their sex or race than he treats or would treat other persons.

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of their sex, colour, race, nationality, ethnic or national origins: -

- in the terms on which the recruitment consultancy offers to provide any of its services;
- by refusing or omitting to provide any of its services;
- in the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer, which states that certain persons are unacceptable because of their sex, colour, race, nationality, or ethnic or national origins, unless one of the exceptions applies.

2.2. Indirect Discrimination

A claim of indirect discrimination arises when an employer applies a requirement or condition generally, but which is such a proportion of persons from one racial group who can comply with it is considerably smaller than the proportion of persons not of that racial group who can comply with it.



Indirect discrimination would also occur if a recruitment consultancy accepted and acted upon an indirectly discriminatory instruction from an employer.

Green Courier will not discriminate unlawfully when selecting candidates or temporary workers for submission or a vacancy or assignment or in any terms of employment or terms of engagement for temporary workers.

If the vacancy falls within the definition of a genuine occupational qualification or any other statutory exception Green Courier will not deal further with the vacancy unless the client provides written confirmation of the genuine occupational qualification.

3. Disability Discrimination

Under the Disability Discrimination Act 1995, disability discrimination occurs if for a reason which relates to the disabled person's disability an individual:

- treats him less favourably than he treats, or would treat others to whom that reason does not or would not apply, and,
- the employer cannot show that the treatment in question is justified.

Green Courier will not discriminate against a disabled job applicant or employee on the grounds of disability -

- in the arrangements i.e. application form, interview and arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training, transfer, demotion, reduction of wage; or harassment).

Green Courier will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Wherever possible Green Courier will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible.

4. Age Discrimination

Green Courier will encourage clients not to include any age criteria or other subjective criteria in job specifications and every attempt will be made to persuade clients to recruit on the basis of competence and skill and not age.

Green Courier is committed to recruiting and retaining employees whose skills, experience, and attitude are appropriate to the requirements of the various positions regardless of age.



As far as is reasonably possible and in the most exceptional circumstances no age requirements will be stated in any job advertisements on behalf of the company.

Green Courier will request age as part of its recruitment process but information will not be used in any detrimental way and is for compilation of personal data, which the company holds on all employees and workers.

5. Complaints and Monitoring Procedures

Green Courier has in place procedures for dealing with complaints of discrimination. These are available immediately upon request.

6. Part-time Workers

This Equal Opportunities Policy also covers the treatment of those employees and workers who work on a part-time basis. Green Courier recognises that it is an essential part of this policy that part time employees are treated on the same terms as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to Green Courier's pension scheme. Green Courier also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

7. Harassment Policy

7.1 Green Courier is permitted to providing a work environment free from unlawful harassment.

Harassment because of race, colour, creed, sex, sexual orientation, marital status, national origin or ancestry, physical or mental disability, age or religion or any other basis protected by legislation is unlawful and will not be tolerated by Green Courier.

7.2 This policy prohibits unlawful harassment by any employee or worker of Green Courier.

7.3 Examples of prohibited harassment are:-

7.3.1 Verbal or written conduct containing derogatory jokes or comments,

7.3.2 Slurs or unwanted sexual advances

7.3.3 Visual conduct such as derogatory or sexually orientated posters,

7.3.4 Photographs, cartoons, drawings or gestures,

7.3.5 Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected basis,

7.3.6 Threats and demands submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours

7.3.7 Retaliation for having reported or threatened to report harassment.



7.4 If you believe that you have been unlawfully harassed, you should make an immediate report to Mr D Milson followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident
- The name or names of the individual or individuals involved
- The name or names of any witness or witnesses

7.5 Green Courier will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

7.6 Any employee who Green Courier finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination. [A person who discriminates or harasses may be liable for payment of damages to the person offended, in addition to any damages payable by Green Courier should it have been found to have failed to ensure the practice ceased forthwith. Under the Criminal Justice Act 1994, harassment became a criminal offence, punishable by a fine of up to £5,000 and/or a prison term of up to 6 months. Under the Protection from Harassment Act 1997, the penalties for aggravated harassment are an unlimited fine and/or 5 years imprisonment.]

8. Gender Reassignment Policy

8.1 Green Courier recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.

8.2 Green Courier will support any employee or worker through the reassignment provided that full medical counselling has been undertaken and Green Courier has access to any relevant medical reports.

8.3 Green Courier will make every effort to try and protect the employee or worker undergoing reassignment within the work place.

8.4 All employees and workers will be expected to comply with Green Courier's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.

8.5 Where an employee is engaged in work where the gender change imposes genuine problems Green Courier will make every effort to reassign the employee or worker to an alternative role in the Company.

8.6 Any employee or worker suffering discrimination as the result of their gender reassignment should make recourse to the Company's grievance procedure.

8.7 Any discrimination complaint will be investigated fully.



GREEN COURIER - EQUAL OPPORTUNITIES **POLICY STATEMENT**

As an employer, it is the policy of Green Courier to comply with the statutory duties laid out in the Race Relations (Amendment) Act 2000, Sex Discrimination Act 1999, the Equal Pay Act 1984, Disability Discrimination Act 1995, Human Rights Act 1998, Employment regulations for Religious Belief and Sexual Orientation and the CREs Code of Employment Practice. It is our practice not to treat any one group of people less favourably than others in relation to a decision to recruit, train or promote employees.

Regular monitoring of recruitment and employment decisions is carried out (with reference to ethnic records) to ensure that all candidates are considered solely on their individual skills, merits and abilities.

All employees will be given equal opportunity and encouraged to progress within the organisation whenever such opportunities should arise. Attention will be given to any racial imbalance/under-representation of ethnic groups, with a view to developing possible solutions.

It is the duty of all employees to accept their personal responsibility in the implementation of the policy. Any employee displaying racist, sexist or any other type of discriminatory behaviour will be subject to disciplinary procedures (see attachments), in accordance with paragraph 1.44 of the Code.

Any Employee who believes that he/she has been unfairly treated in any way associated with this policy is entitled to raise their grievances through the appropriate grievance procedure (see attachments), in accordance with paragraph 1.22 of the Code.

These codes of practice (including attachments) along with written instructions to comply with and ensure implementation of the Code, have been issued to persons responsible for recruitment, training and promotion within Green Courier, taking account of paragraphs 1.4, 1.30–1.34 and 3.1–3.4 of the CRE's Code of Employment Practice.

Advertising and Recruitment Literature of the company shall state that Green Courier is an Equal Opportunity Employer, in accordance with paragraphs 1.4c and 1.7 of the Code. There are no examples of recruitment literature as we are not advertising for recruits at this time. Advertising literature is also unavailable, as we do not advertise in the press. The statement "Green Courier is an Equal opportunities Employer" shall appear on all subsequent advertising and recruitment literature.

All documents relevant to Equality of Opportunity are available to all staff upon request. Overall responsibility for policy implementations rests with Mr. D Milson (Director), although all members of staff are responsible for implementation of the standards laid out in this document and are required to sign a document to confirm that they have read and understood the policy upon inception of employment within the organisation.

This policy has the full support of the Board of directors, and ensures that any employee with a grievance will be dealt with fairly regardless colour, race, nationality or national/ethnic origins etc. The policy also ensures that any employee displaying behaviour that does not conform to the code (e.g. racist or sexist behaviour) will be dealt with through the approved disciplinary procedure.

Mr. D Milson



For & on behalf of Green Courier

Equal Opportunities Attachment 1: Disciplinary Procedures

General

This procedure is intended to help promote fairness and equality in the relationship between Green Courier (“The Company”) and its employees. There are behavioural standards with which ALL staff are expected to comply and rules (both specific and general) which set out the standards for behaviour at work. This procedure is intended to ensure that these rules are adhered to and that a fair method is available to deal with alleged failures to maintain the required standards.

The disciplinary procedure is applicable to all employees of The Company.

Obligations, Responsibilities and Minor Deficiencies

The Company is concerned that all its employees are aware of their behavioural obligations and the likely consequences of failure to meet these obligations, and will ensure that all employees are aware of the rules pertaining to their area of work and that they know what levels of behaviour and performance are expected of them.

All staff are expected to familiarise themselves with the procedures and rules applicable to their employment, which may be in the form of manuals, memoranda or other means of written communication.

This procedure is not concerned with day-to-day employee supervision. For instance there will be occasions when it is more appropriate for an employee’s immediate superior to draw an employee’s attention to deficiencies without initiating a full Disciplinary procedure. Only in the instances of serious deficiencies or repeated minor deficiencies will the formal Procedures be initiated.

Reasons for Disciplinary Procedures

There are three main categories of actions requiring Disciplinary Proceedings (although it should be noted that there are several degrees of seriousness within these three broad categories and that the three main categories are neither exhaustive nor conclusive). What might be considered Gross Misconduct in one situation may only be considered Misconduct in another, e.g. smoking in highly flammable materials storage area would be Gross Misconduct, whereas smoking in a communal no smoking area might only be Misconduct.

Category 1: Demonstrable Inefficiency or Incapability

- Consistent failure to meet basic standards of working practice.
- Evidence of negligence, inadequate attention to work requirements.

Category 2: Misconduct

- Breaches, infringements or non-observance of rules, regulations and/or procedures, e.g. poor attendance, misuse of sick leave.
- Failure to obey the lawful and reasonable instruction of a superior.
- Unreasonable/unacceptable behaviour, e.g. verbal or physical abuse, being under the influence of drink or drugs whilst at work, misuse/abuse of plant or equipment.



Category 3: Gross Misconduct

This category covers behaviour which, following a full investigation and in the absence of a satisfactory explanation, warrants Summary Dismissal.

- Misappropriation or stealing of Company or fellow employees' property, or the serious misuse of such property.
- Actual or threatened physical violence on/with other employees' or members of the public. Fighting.
- Malicious damages to property other than the individuals own property.
- Falsification of claims or any other actions involving deliberate and illegitimate claiming of monies from The Company.
- Sexual misconduct or sexual offences at work, or where such conduct outside work seriously undermines The Companies confidence in that employee's ability to carry out their duties properly.
- Any criminal offence related to employment (e.g. the acceptance of a bribe).
- Offences of Dishonesty.

The Procedure

This procedure is designed to relate to permanent employees. In addition each Director shall operate the normal probation review procedures pertinent to the duties and obligations of any particular employee. Excepting cases of Gross Misconduct the steps laid out below shall be taken and apart from oral warnings shall be recorded in the personal file of the employee concerned. The different stages/levels allow for improvement over specified periods and in the light of sufficient improvement warnings may be disregarded in the future.

At all stages of the Procedure the employee has a right to be represented.

Stage One:

- Any employee who breaks a rule or fails to achieve adequate performance shall be interviewed by their immediate superior, who shall make it clear to the employee that they are being given an oral warning. The employee shall be given every opportunity to explain the shortcoming.
- If the offence is caused by something beyond the employees control the matter will be reported to the appropriate Manager or director (dependant upon the employee's position within The Company) and corrective action will be taken where appropriate.
- If the offence is caused by something within the employees control the immediate supervisor shall orally give either a firm reprimand or a requirement for improvement within a specified period of time not exceeding three months. No formal record of oral Warnings shall be kept.
- If an employee considers an oral warning to be unjustified, they should take the matter to the appropriate Manager or Director.
- Where the offence is considered to be of a sufficiently serious nature the First Stage shall be omitted. This provision shall only be exercised in circumstances that warrant more than an Oral Warning.



Stage Two:

- Where an oral Warning is considered inappropriate or has proved ineffective within the specified period the second stage shall be initiated.
- The employee shall be given notice in writing of the offence, prior to being interviewed by the appropriate Manager or Director, in the presence of another officer.
- In the absence of satisfactory explanation the interviewing superior shall issue a written warning or take other suitable Disciplinary Action. The employee shall be notified that if no improvement is seen within a specified time (not exceeding 12 months) or if another offence is committed they will be subject to further Disciplinary Action.
- Where delivery by hand is not possible, the written Warning shall be Delivered via registered mail or recorded delivery.

Stage Three:

- If following a Written Warning, an employees performance does not improve sufficiently the provisions of the second stage shall again be invoked.
- Following an investigation by a member of the Board, the employee may receive a second Written Warning.
- If appropriate, a third and Final Written Warning may be issued.

Stage four:

- If, following receipt of a Final Written Warning, the employees performance continues to be unsatisfactory the case shall again be investigated by a member of the Board.
- In the absence of any satisfactory explanation and at his discretion, the Board Member conducting the investigation may either take action as outlined in “Authority to Implement Disciplinary Action” below, or suspend that employee from duty and dismissed from The Company’s employment.

Gross Misconduct:

- If the misdemeanour is assessed as sufficiently serious in the first instance, or After progression through the procedure given above, the employee’s performance is still not satisfactory; the employee shall be suspended on full pay, pending the outcome of an investigation by the Managing Director.
- In the absence of a satisfactory explanation or mitigating circumstances the MD shall either dismiss the employee from the Company’s employment or take action as outlined in “Authority to Implement Disciplinary Action” below.



Appeals Procedure

Employees have the right to appeal against disciplinary action at each stage of the procedure. Any warning or dismissal letter shall contain details of that employee's rights of appeal and the person to whom to appeal should be addressed.

Stage One:

- An employee may appeal within 10 days to the appropriate Director against any oral warning given by their immediate Superior/Manager.
- The director shall interview the employee and the Supervisor/Manager as soon as possible, and shall notify them of his decision within 10 days of that meeting.
- If no such appeal is lodged the employee shall be deemed to have accepted the Disciplinary Action.

Stage Two:

- An employee may appeal in writing within 10 days to the MD against any Disciplinary Action taken by a director. This does not include rejection of appeals against action taken by a Supervisor/ Manager.
- The MD shall conduct the appeal as described in Stage One above.
- If no such appeal is lodged the employee shall be deemed to have accepted the Disciplinary Action.

Recording of Warnings:

Except for Oral Warnings, details of Disciplinary Action against employee shall be recorded on that employee's personal record. If a successful appeal is lodged and the action is effectively withdrawn, the details shall be removed from the employee's personal file.

Authority to Implement Disciplinary Action

Members of the Board shall consult the MD in all cases. No decision shall be made to discipline an employee without first conducting a full and proper investigation of events and facts; without giving the employee prior notice of the complaint against them; without giving the employee the opportunity to explain their actions or the circumstances of the situation; or without the employee having been given the right to be represented at the disciplinary Enquirer.

Full minutes of all Disciplinary Action resulting in Written Warning or more severe penalty shall be recorded.

Supervisors and Managers are Authorised to:

- Issue Oral Warnings.
- Recommended, to an appropriate Director, that further Action is taken.

Directors are authorised to:



- Issue Written Warnings, including Final Written Warnings
- Suspend an employee from duty to allow an investigation in the case of alleged Gross Misconduct or if Final Written Warning has proved ineffective.
- Recommend further Disciplinary Action to the Managing Director.

The Managing Director is Authorised to:

- Dismiss without notice in the event of Gross Misconduct.
- Dismiss subject to notice in the event of a Final Written Warning being ineffective and following investigation (where appropriate) into the most recent incident.
- At his discretion, as an alternative to dismissal:
allow, without duress, the employee to resign in order to avoid further disciplinary action
relegate or transfer the employee to lower paid work.

Dismissal shall be notified in writing by the MD via recorded delivery where delivery by hand is not possible. The letter shall contain the reason for dismissal together with the employee's rights of appeal. Dishonesty in connection with an employee's work within the Company may also result in Legal Action being taken against that employee.