

Flowflex Components LTD

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Last Updated: Oct 21, 2020

Equality Policy

Flowflex is committed to eliminating discrimination amongst its workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

Status Of This Policy

This policy does not give contractual rights to individual employees. Flowflex reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Eligibility

This policy applies to all employees, contractors and job applicants.

What Is Discrimination

Discrimination is unlawful when it takes place on one of the following grounds (the "protected characteristics"):

- age
- disability
- gender re-assignment
- marriage and civil partnerships
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Discrimination can take a number of forms:

- Direct discrimination is when someone is treated worse than someone else just because of a protected characteristic. For example, it would be direct discrimination if a manager excludes an employee from a training course because she is a homosexual.
- It is also direct discrimination when someone is treated worse than someone else because they associate with someone with a protected characteristic or because they are perceived to have a protected characteristic. For example, it would be direct discrimination if an employee ostracised a colleague because the colleague has a homosexual flatmate or because they think the colleague is a homosexual.
- Indirect discrimination is when an apparently neutral practice or requirement disproportionately disadvantages one group and cannot be justified by the needs of the business. For example, imposing a requirement that job applicants must speak fluent English disproportionately disadvantages non-English groups and would be unlawful unless it could be justified on genuine business grounds.

- It is also discrimination when a disabled person is treated unfavourably because of something connected to their disability and this cannot be justified by the needs of the business or when the business fails to make reasonable adjustments for a disabled person.

Flowflex's Approach To Its Employees

All employees have a duty not to discriminate against each other and not help others to do so. Flowflex will not tolerate discrimination in its workforce.

Recruitment And Selection

Flowflex aims to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. Flowflex will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.

Flowflex aims to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantages protected groups and which are not justified by the demands of the job.

Flowflex will not ask for personal or irrelevant information on application forms or in interviews. Flowflex will focus instead in whether someone has the relevant skills, qualifications and experience for the job.

Promotion And Training

Promotion and training decisions will be made on the basis of merit. Flowflex will not unlawfully discriminate against any employee in making promotion or training decisions. Flowflex believes all employees should have an equal opportunity to progress and develop.

Flowflex will try to ensure that promotion opportunities are brought to the attention of all employees.

Training needs will be identified through reviews/training needs analysis.

Working Conditions And Terms Of Employment

Flowflex will try to accommodate cultural or religious practices such as prayer requirements where the Flowflex reasonably can.

Flowflex aims to ensure that the terms of employment, benefits, facilities and policies are free from unlawful discrimination.

Flowflex will ensure that decisions made under its Disciplinary Procedure are carried out fairly and without discrimination.

Flowflex aims to ensure that its pay systems are transparent, fair and free from discrimination.

Disabled Employees

Flowflex will make adjustments to accommodate disabled employees where possible and reasonable. If you think you may have a disability, you are encouraged to tell the Flowflex about this so that we can explore adjustments what might be appropriate.

Flowflex's Relationships With Visitors, Customers & Suppliers

Employees must not be discriminated against any of Flowflex's visitors, customers or suppliers. Equally Flowflex will expect its visitors, customers or suppliers not to discriminate against its employees and we will take appropriate action against any visitors, customers or suppliers found to have done so.

What To Do If An Employee Has Been Discriminated Against

If an employee believes that they may have been discriminated against, the employee needs to inform management at Flowflex. The employee can speak informally with their department head. If the employee wants to make a more formal complaint, then they are encouraged to raise the matter through our Grievance Procedure. If an employee believes there has been bullying or harassment then they should raise the matter through our Bullying and Harassment Procedure.

Allegations of potential breaches of this policy will be treated seriously. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy that are found to have been made in bad faith will be dealt with under our Disciplinary Procedure.

What Will Happen If An Employee Acts In A Discriminatory Way?

If after investigation, Flowflex decides that an employee has acted in breach of this policy they may be subject to disciplinary action up to and including dismissal. This applies to the most senior level of management as well as to all other employees.