

Hi-Tech Property Services Ltd Equality and Diversity Policy Summary Statement.

Hi-Tech Property Services Ltd believe it has a leading role to play in promoting equal opportunity and valuing diversity - in the community, as an employer and as a provider of services to the people of Hampshire and its visitors.

Hi-Tech Property Services Ltd is committed to:

- ❑ Equality of opportunity;
- ❑ Tackling discrimination and disadvantage;
- ❑ Tackling harassment and intimidation;
- ❑ Promoting good relations between all personnel;
- ❑ Using its position as a major employer and provider of services to provide equality of opportunity and for tackling discrimination, harassment, intimidation and disadvantage;
- ❑ Making its workforce and the organisation as a whole more representative of the diverse communities that make up the locality;
- ❑ Doing what it can to encourage other organisations, partners, service providers, and the contractors it uses, to adopt similar policies on equality and diversity;
- ❑ Promoting the participation of all the diverse communities so that they can benefit from the companies prosperity and success.

Hi-Tech Property Services Ltd will not tolerate less favourable treatment on the grounds of gender, age, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, responsibility for dependents, trade union or political activities, religious or other beliefs, or any other reason which cannot be shown to be justified.

What we will do:

Hi-Tech Property Services Ltd recognises and is committed to meeting its duties under equality legislation.

We are committed to improving equality practice throughout the service we provide, and will make adequate resources available to do this.

We will ensure that all employees and customers are treated fairly and consistently, without discrimination.

We will take action to combat discrimination in all areas of employment and service delivery on grounds of race, gender, disability, sexual orientation, age, family or marital status, religion or belief, or on any other ground, which cannot be justified.

We will identify those groups within the community whose needs are not adequately being met by our policy and take action to change our services to meet those needs.

We will consult with all users of our services to seek their views and opinions in relation to equality and diversity issues.

We will monitor all areas of employment including, recruitment, promotion, training opportunities and take-up, pay, grievances and disciplinary action, to ensure equal treatment for all employees and action will be taken where unequal treatment is found.

We will produce an equality action plan covering the whole of the business.

We will ensure that equality objectives and targets are regularly set, monitored and reviewed across all areas of our work

We will use local and national performance indicators in order to assess and scrutinise our performance and progress.

We will do this through:

Having personnel with specific responsibilities for overseeing the Equality and Diversity Policy, Strategy and Action Plan.

Ensuring that all employees are aware of the policy and receive training.

Ensuring that all contractors and organisations providing services on our behalf have equality policies covering employment and service delivery.

Linking with existing plans and strategies that address equality issues used by other employers in the community, for example, The Plan, Community Strategy, Race Equality Scheme, Service Plans and the code of practice on recruitment and selection of employees

Linking with performance improvement plans and Best Value reviews that cover equality performance in service areas as part of wider improvement measures.

Working with - and where necessary creating - active stakeholder groups to help develop, monitor and review our policies, practices, functions and services.

Responsibilities:

The Managing Director Mr Gary Waterman and the Contracts Managers have ultimate responsibility for the Equality and Diversity Policy, Strategy and Action Plan through the Board of Directors.

The Action on Diversity Group is responsible for developing and delivering this policy and the equality and diversity objectives generally, and comprises of:-

- The Managing Director
- The Contracts Managers
- The Personnel Manager
- The Health, Safety and Environmental Adviser
- Employee Representatives

The Action on Diversity Working Group consists of senior managers from every department that meet regularly to drive forward the company's work on equalities and diversity. This group is responsible for ensuring that Departments carry out the work necessary to implement this policy and the Equality and Diversity Action Plan.

Copies of the Equality and Diversity Policy

A detailed Equality and Diversity Policy has been produced. This can be obtained by contacting the personnel department:

Hi-Tech Property Services Ltd
Unit 16 Davis Way
Fareham
Hants
PO14 1JF
Tel 01329 287626 Fax 01329 285785

Upon request, copies of the Equality and Diversity Policy can be provided in community languages, large print, & Braille