Equal Opportunities & Dignity at Work Policy

31st January 2024

Policy Statement

DBS is an equal opportunity employer and is fully committed to a policy of treating all of its employees and job applicants equally. DBS will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal. The Company will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the 'protected characteristics'. DBS will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the 'anti-harassment protected characteristics'. All employees are responsible for conducting themselves in accordance with this policy. DBS will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with the Company, such as clients, customers, contractors, and suppliers.

Employees have a duty to co-operate with DBS to make sure that this policy is effective in ensuring equal opportunities an in preventing discrimination, harassment or bullying. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as gross misconduct and could render the employee liable to dismissal without notice. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

You should inform your Line Manager to suspected discriminatory acts or practices or suspected cases of harassment of bullying.

You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as gross misconduct in accordance with DBS's disciplinary procedure. You should support colleagues who suffer such treatment and are making a complaint.

DBS will take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

Please refer to DBS's Anti-Harassment and Bullying policy for further details.

Direct Discrimination

Direct Discrimination occurs, when, because of one of the protected characteristics, a job applicant or an employee is treated less favourable than other job applicants or employees are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not.

DBS will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

Indirect Discrimination

Indirect Discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs where there is applied to the job applicant or employee a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employee's. A PCP is discriminatory in relation to a protected characteristic of the job applicant's or employees if:

- it is applied, or would be applied, to persons with whom the job applicant or employee does not share the protected characteristic
- the PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it
- it puts, or would put, the job applicant or employee at that disadvantage, and
- it cannot be shown by DBS to be a proportionate means of achieving a legitimate aim

The Company will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

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31st January 2024

Recruitment, Advertising and Selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications.

For further details see our Recruitment Policy.

DBS is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will aim to positively encourage applicants from all suitably qualified and experienced people. When advertising job vacancies, to attract applications from all sections of the community, DBS will, as far as reasonably practicable:

- Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the number of applicants with a particular protected characteristic
- Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic

When vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

However, where, having regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, DBS will apply that requirement to the job role and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, DBS will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours of extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Training and Promotion

DBS will train all Line Managers on DBS's policy on equal opportunities and in helping them identify and deal effectively with discriminatory acts or practices or acts of harassment or bullying. Line Managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

DBS will also provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. Where a group of workers who predominately have a particular protected characteristic appear to be excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

Terms of Employment, Benefits, Facilities and Services

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Equal Pay

DBS is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

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31st January 2024

Monitoring Equal Opportunity and Dignity at Work

DBS will regularly monitor the effects of the selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, DBS will implement them. DBS will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability.

Data Protection

DBS treats personal data collected during the processing of this policy in accordance with its data protection policy. Information about how your data is used and the basis for processing can be found in the company's employee privacy notice, a copy of which can be found on the Hub or requested from the HR Department.

This policy does not form part of the employee's contract of employment and it may be amended at any time.

Signed:



Mark Townsend
Managing Director

Date 31st January 2024