

<b>Document reference</b>	HRP/004						
<b>Version:-</b>	4	<b>Date of Issue:-</b>	March 2009.	<b>Page</b>	1	<b>of</b>	6

## HRP/004 – Equal Opportunities

### 1. Purpose

This document provides a framework for applying equal opportunities within the Company.

Within this document the term “Company” means CE Electric UK Funding Company and its subsidiary companies but the term shall not include CE UK Gas Holdings Limited and its subsidiaries.

This document supersedes the following documents, all copies of which should be destroyed.

Ref	Version	Title
HRP/004	3	Equal Opportunities

### 2. Scope

This policy covers all “workers” (job applicants, employees, casual employees, agency staff, trainees, contractors, consultants) associated with the Company.

The aim of this policy is to ensure that no “worker” is less fairly treated because of sex, race, disability, sexual orientation, age religion or belief or any other conditions not justified in law or relevant to the performance of the job.

### 3. Equal Opportunities

#### 3.1 General Principles

Individuals will be selected, promoted and treated according to their abilities and merits and to the requirements of the job. All employees will be given equal opportunity and training, where appropriate, to advance their careers.

#### 3.2 Legal Requirements

It is our policy to meet the provisions and requirements of all current and future legislation relevant to Equal Opportunities (please refer to paragraph 4)

#### 3.3 General Responsibilities

It is unlawful to discriminate against any, “worker” on the grounds of sex, race, disability, sexual orientation, age, religion or belief, either:

- **directly** - i.e. treating someone less favourably than others are or would be treated in the same or similar circumstances
- or **indirectly** - by setting a requirement or condition which whether intentionally or not, adversely affects one group considerably more than another and which cannot be justified.

<b>Document reference</b>	HRP/004						
<b>Version:-</b>	4	<b>Date of Issue:-</b>	March 2009.	<b>Page</b>	2	<b>of</b>	6

Unlawful discrimination against any “workers” on the grounds set out directly above can have serious results including:-

- Unlimited financial penalties for the Company;
- Personal liability for the Manager or fellow employee or “worker” responsible for the discrimination, including unlimited financial penalties;
- Adverse publicity for the company and the employees involved.

It is therefore **most** important that all staff comply with the equal opportunities policy at all times when managing staff or dealing with each other. This is particularly important when in relation to:

- Recruitment
- Training and Development
- Promotions
- Appraisals
- Competency Reviews
- Pay and Benefits
- Employment in general

Our aim is to ensure that all employees achieve their full potential and that our employment decisions and actions are not discriminatory.

It is therefore our policy that:

- All recruitment and employment decisions are made on the basis of fair and objective criteria
- Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination
- The requirements of job applicants and existing employees who have a disability are reviewed to ensure that reasonable adjustments are made where possible to enable them to remain in our employment
- Everyone is given equal promotion opportunities, benefits (dependant on grade) and facilities of employment
- Appropriate training will be provided to enable the company to implement and uphold our commitment to equal opportunities
- Anyone who believes they have been disadvantaged or discriminated against in breach of this policy can raise the matter formally ((see HRP004/001 – Guidance on Harassment, Victimisation, Bullying and Discrimination and relevant Company Collective Agreements).
- Anyone who is found to be in breach of this equal opportunity policy is at risk of action being taken against them that may lead to dismissal.

### 3.4 Management Responsibility

The President and Chief Operating Officer, CE Electric UK has overall responsibility for this policy. However, all Managers have a particular, direct responsibility with regard to equal opportunities and they should consider their own behaviour and be aware at all times that they act as role models for their own

<b>Document reference</b>	HRP/004						
<b>Version:-</b>	4	<b>Date of Issue:-</b>	March 2009.	<b>Page</b>	3	<b>of</b>	6

staff over whom they have responsibility. Managers should be alert to possible inappropriate behaviour, take corrective action and make sure that they do not condone unsuitable behaviour by ignoring it.

Managers should ensure that **all** staff are made aware of this policy, including consultants, agency staff and contractors who are working with the company and that it is always included in any induction or familiarisation process.

### 3.5 Breaches of Equal Opportunities Policy

The company is committed to Equal Opportunities and if any employee feels they have experienced unfair treatment by either the company or by a fellow employee they should bring the matter to the attention of their Line Manager or Human Resources. (see HRP004/001 – Guidance on Harassment, Victimisation, Bullying and Discrimination and relevant Company Collective Agreements).

Formal disciplinary proceedings may be taken against anyone suspected of discrimination and this may lead to action, up to and including dismissal from the Company.

Employees may also be personally liable to an Employment Tribunal claim being brought against them for either an act of discrimination or for allowing discrimination to occur or to continue without taking appropriate action. This could lead to an award of damages being made against an individual. In extreme cases harassment relating to sex, race, disability, sexual orientation, age, religion or belief can amount to a criminal offence

### 3.6 Publicising the Policy

We will communicate the policy to all employees by using the relevant media such as notice boards (see Appendix 1, Equal Opportunities Statement), company briefing and inclusion of the policy as part of the induction process and documentation..

### 3.7 Monitoring the Policy

We will monitor the selection and appointment process and the make-up of the workforce on an on-going basis in order to demonstrate the effectiveness of the policy.

## 4. References

### 4.1 External Documentation

Reference	Title
	Equality Act 2006
	Disability Discrimination Act 2005
	Sex Discrimination Act 1975
	Race Relations Act 1976
	Age Discrimination Act 2006
	Gender Recognition Act 2004
	Employment Equality (Religion and Belief) Regulations 2003

### 4.2 Internal documentation

Reference	Title
HRP/004/001	Guidance on Dealing with Harassment, Bullying and Discrimination
HRP/005/005	Guidance on Speaking Up

<b>Document reference</b>	HRP/004						
<b>Version:-</b>	4	<b>Date of Issue:-</b>	March 2009.	<b>Page</b>	4	<b>of</b>	6

## 5. Definitions

Term	Definition
Worker	A "worker" refers in this context would include: Employees – Permanent or Temporary Job Applicants / Casual Workers / Agency Staff / Trainees (including work experience trainees) Contractors and Consultants (this is not an exhaustive list)

## 6. Authority for issue

### 6.1 Author

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

		Sign	Date
Joan O'Leary	HR Advisor	Joan O'Leary	13.03.09

### 6.2 Technical Assurance

I sign to confirm that I am satisfied with all aspects of the content and preparation of this document and submit it for approval and authorisation.

		Sign	Date
Gail Mortimer	HR Service Delivery Manager	Gail Mortimer	13.03.09

### 6.3 CDS Assurance

I sign to confirm that this document has been assured for issue on to the CDS system

		Sign	Date
Sean Johnson	CDS Administrator	Sean Johnson	07.04.09

### 6.4 Authorisation

Authorisation is granted for publication of this document

		Sign	Date
Angie Patterson	Director of Human Resources	Angie Patterson	30.03.09

<b>Document reference</b>	HRP/004						
<b>Version:-</b>	4	<b>Date of Issue:-</b>	March 2009.	<b>Page</b>	5	<b>of</b>	6

## Appendix 1 –

### **EQUAL OPPORTUNITIES AT WORK**

The aim of this policy is to ensure that no “worker” (job applicants, employees, casual employees, agency staff, trainees, contractors, consultants), is less fairly treated because of sex, race, disability, sexual orientation, age, religion or belief or other conditions not justified in law or relevant to the performance of the job.

#### **GENERAL PRINCIPLES**

Individuals will be selected, promoted and treated according to their abilities and merits and to the requirements of the job. All employees will be given equal opportunity and training, where appropriate, to advance their careers.

#### **GENERAL RESPONSIBILITIES**

It is unlawful to discriminate against any, “worker” on the grounds of sex, race, disability, sexual orientation, age, religion or belief either **directly** (i.e. treating someone less favourably than others would be treated in the same or similar circumstances) or **indirectly** ( by setting a requirement or condition which whether intentionally or not, adversely affects one group considerably more than another and which cannot be justified).

Unlawful discrimination against any, “workers” on the grounds set out directly above can have serious results including:-

- Unlimited financial penalties for the Company;
- Personal liability for the Manager or fellow employee or “worker” responsible for the discrimination, including unlimited financial penalties;
- Adverse publicity for the company and the employees involved;

It is therefore very important that all staff comply with the equal opportunities policy at all times when managing staff or dealing with each other. This is particularly important when in relation to:

- Recruitment
- Training and Development
- Promotions
- Appraisals
- Competency Reviews
- Pay and Benefits
- Employment in General

#### **MANAGEMENT RESPONSIBILITY**

Phil Jones, President and Chief Operating Officer CE Electric UK has overall responsibility for this policy. However, all Managers have a particular, direct responsibility with regard to equal opportunities and they should

<b>Document reference</b>	HRP/004						
<b>Version:-</b>	4	<b>Date of Issue:-</b>	March 2009.	<b>Page</b>	6	<b>of</b>	6

consider their own behaviour and be aware at all times that they act as role models for their own staff over whom they have responsibility. Managers should be alert to possible inappropriate behaviour, take corrective action and make sure that they do not condone unsuitable behaviour by ignoring it.

Managers should ensure that **all** staff are made aware of this policy, including consultants, agency staff and contractors who are working with the company and that it is always included in any induction or familiarisation process.

## **BREACHES OF THE EQUAL OPPORTUNITIES POLICY**

The company is committed to Equal Opportunities and if any employee feels they have experienced unfair treatment by either the company or by a fellow employee they should bring the matter to the attention of their Line Manager or Human Resources. (see HRP004/001 – Guidance on Harassment, Victimisation, Bullying and Discrimination and relevant Company Collective Agreements).

Formal disciplinary proceedings may be taken against anyone suspected of discrimination and this may lead to action, up to and including dismissal from the Company.

Employees may also be personally liable to an Employment Tribunal claim being brought against them for either an act of discrimination or for allowing discrimination to occur or to continue without taking appropriate action. This could lead to an award of damages being made against an individual. In extreme cases harassment relating to sex, race, disability, sexual orientation, age religion or belief can amount to a criminal offence.

## **PUBLICISING THE POLICY**

We will communicate the policy to all employee's by using the relevant media such as notice boards, company briefings and inclusion of the policy statement as part of the induction process and documentation.

## **MONITORING THE POLICY**

We will monitor the selection and appointment process and the make-up of the workforce on an on-going basis in order to demonstrate the effectiveness of the policy.

**Phil Jones**  
**President and Chief Operating Officer**  
**CE Electric UK**  
**1 March 2009**