



PRECIOUS MOMENTS AND HEALTH LTD

## **Precious Moments and Health Ltd. Equal Opportunities Policy**

### **1. Statement of Intent**

Precious Moments and Health Limited's policy on equal opportunities is based on the UK Sex Discrimination Act 1975 and 1986 the Race Relations Act 1976, the Disabled Persons (Employment) Act 1944 and 1958, the Disabled Persons Act 1986, the Disability Discrimination Act 1996 and the Department of Employment Code of Practice.

- 1.1. Precious Moments and Health Ltd. recognises that discrimination exists within the wider community and has serious effect on many of the organisations with which it is working. It therefore gives equal regard to people regardless of their culture, language, religious practice, gender, socio-economic group, sexual preference or physical or mental ability.
- 1.2. Precious Moments and Health Limited's equal opportunities policy seeks to give due regard to people of every culture, language, religious practice, gender, socio-economic group, sexual preference, or physical or mental ability/disability.
- 1.3. Precious Moments and Health Ltd. will give equal opportunities and positive action for employment and subcontract work to suitably qualified people regardless of their race, religion, gender, sexual orientation or physical or mental ability. It will seek to investigate and take appropriate action where any form of discrimination exists within its own organisation or sphere of influence.
- 1.4. Precious Moments and Health Ltd. understands that people are not all the same and come from different backgrounds, in terms of culture, language, religious practice, gender, socio-economic group, sexual preference and ability/disability. All people are to be treated with the same high regard and respect.
- 1.5. Precious Moments and Health Ltd. realises that people with physical or mental disabilities have the same right to respect as anyone else. It endeavours to provide suitable facilities and a network of support and help to anyone with disabilities working with Precious Moments and Health Ltd. It will also strongly encourage its subcontractors to provide such support and help to any employees within their organisations who have disabilities. Any discrimination by its subcontractors that becomes known to Precious Moments and Health Ltd. will be challenged and, if action is not taken, will lead to termination of subcontracted work.



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1.6. Precious Moments and Health Ltd. encourage a working environment in which bullying and harassment are always unacceptable and where individuals have the confidence to complain about bullying and harassment should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. Complaints will not be ignored but investigated swiftly and confidentially ensuring the rights of all are protected.

### 2. Procedures Relating to Recruitment, Training and Promotion

2.1. Precious Moments and Health Limited's recruitment procedures for both direct employment and subcontracting work are fair to ensure that applicants are considered on merit alone and not on the basis of their culture, language, religious practice, gender, socio-economic group, sexual preference or physical or mental ability. It encourages positive action towards people with disabilities in its recruitment policies and seeks to make reasonable adjustments for people with disabilities, considering the social model of disability.

2.2. Training in issues relating to equal opportunities will be required for all employees and subcontractors within Precious Moments and Health Ltd. It is a condition of service that such training is regularly updated.

2.3. Advertisements for employees and subcontractors, including direct mail, will emphasises the need for qualified personnel from ethnic minority backgrounds and language groups. Such advertisements will invite applications from suitably qualified people 'regardless of culture, language, religious practice, gender, socio-economic group, sexual preference or physical or mental ability.'

#### 2.4. Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Precious Moments and Health Limited complies fully with the code of practice and undertakes to treat all applicants for positions fairly.



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Precious Moments and Health Limited undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Precious Moments and Health Limited can only ask an individual to provide details of convictions and cautions that Precious Moments and Health Limited are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Precious Moments and Health Limited can only ask an individual about convictions and cautions that are not protected.

Precious Moments and Health Limited is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Precious Moments and Health Limited has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Precious Moments and Health Limited actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Precious Moments and Health Limited select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.



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Precious Moments and Health Limited ensures that all those in Precious Moments and Health Limited who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Precious Moments and Health Limited also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Precious Moments and Health Limited ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Precious Moments and Health Limited makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

Precious Moments and Health Limited undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **3. Conditions of Service**

- 3.1. Precious Moments and Health Limited's employees and subcontractors will use facilities suitable to carry out their work effectively. In the case of people with disabilities, efforts will be made to ensure easy access to the premises (for example, ramps) and attempts made to procure specialist equipment that may be needed by the subcontractor/employee in order to carry out the tasks required.
- 3.2. Precious Moments and Health Ltd. will ensure as far as is reasonably possible that all its employees and subcontractors are safe in the working environment and that they have means of escape or other emergency procedures should they be threatened with attack or sexually harassed.



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### **4. Reporting malpractices**

Moments Precious and Health Ltd. takes all claims of bullying, harassment and discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavorably because of a protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. This covers all behavior including remarks and insinuation, both verbal and non-verbal, which cause offence.

Any member of staff who is subject to harassment, bullying or discrimination is encouraged to refer to Moments Precious and Health Ltd.'s Complaints Procedure Policy. This provides details of the steps that can be taken to deal with such an issue.

Employees and contractors should also use this approach if they feel that they been the subject of harassment from someone who is not an employee/contractor of Moments Precious and Health Ltd. The company will not tolerate any harassment from third parties towards its employees/contractors and will take appropriate action to prevent it happening again.

If an employee/contractor witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

### **5. Sickness absence and annual leave (only relevant to employees)**

Where necessary in relation to employed personnel, Precious Moments and Health Ltd. will manage disability absence, pregnancy and gender reassignment-related absences differently from other types of absence, and will record the reasons for absence to assist that process. Employees on Precious Moments and Health Ltd.'s terms and conditions who are absent from work due to illness will be entitled to receive sick pay.

In the event of an employee falling sick while on annual leave, annual leave entitlement should be reinstated so long as the appropriate sickness reporting procedures have been followed. Should an employee wish to go on holiday during a period of long-term sickness absence, then they would need to request annual leave in line with their annual leave policy, and this would normally be agreed as long as the holiday period does not have a detrimental effect on the employee's rate of recovery.



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### 6. Misuse of drug and substances

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks.

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the “substances” category. We will also place restrictions on alcohol consumption.

While working, employees/contractors must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. Employees/contractors can consume alcohol in moderation while in approved business meetings or social gatherings.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g. medical marijuana) while working or being on company premises.

### 7. Disciplinary Consequences

Any individual reporting for duty while their ability to work is affected by alcohol, drugs or other substances will not be permitted to work and may be subject to disciplinary action.

Any individual drinking while working without permission will be subject to disciplinary action.

### 8. Smoking

Precious Moments and Health Ltd.’s working environment is a smoke free zone, and all employees/contractors and clients have a right to be in a smoke-free environment. Smoking is prohibited on all premises unless authorised to do in a specified area. This policy applies to all employees, contractors, consultants, customers and visitors.

### 9. Modern Slavery Act 2015

As a small organisation we are aware of the Modern Slavery Act 2015, even though we are not required to make a statement under legislation. We can confirm that there are no supply chains or present circumstances where we are involved that gives us concern under the Act however we are always mindful of the Act.



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Precious Moments and Health Ltd. has a zero-tolerance approach to slavery and is committed to preventing acts of slavery and human trafficking from occurring within both its business and supply chain, and imposes those same high standards on its contractors, suppliers and other business partners.

### 10. Grievance and Disciplinary Procedures

- 10.1. Grievances concerning equal opportunities with Precious Moments and Health Ltd. should be made in the first instance to the Precious Moments and Health Ltd. Managing Director, Mauva Johnson-Jones. A full investigation and report will be made within 28 days of the grievance being received.
- 10.2. In the case of complaints made about Precious Moments and Health employees or subcontractors, disciplinary measures will be taken against anyone using racist or sexist words or behaviour, or who engages in sexual harassment or who makes disparaging or demeaning remarks about a person's disability. Such measures will start with a warning and could end with dismissal and/or court action against the person concerned.

### 11. Publicity

- 11.1. Precious Moments and Health Ltd. will take suitable action to ensure that awareness of discrimination is translated into positive action in favour of groups under-represented within its organisation.
- 11.2. Precious Moments and Health Limited's policy on equal opportunities is published and made available to all existing employees and subcontractors. It is also given to all new prospective employees/subcontractors.

### 12. Review

- 12.1. Precious Moments and Health Limited's equal opportunities policy will be renewed every three years. The next review will be in [November 2021](#).

**Mauva Johnson-Jones**  
**Managing Director**  
**Precious Moments and Health Ltd.**