

# EQUAL OPPORTUNITIES POLICY



EMPLOYEE GUIDE



# EQUAL OPPORTUNITIES POLICY

## POLICY PURPOSE

The policy formalises EDF Energy's commitment to equal opportunities and outlines the Company's intention to develop and apply procedures that do not discriminate on the grounds of colour, disability, ethnic origin, gender, gender reassignment, marital status, nationality, race, religion or belief, sexual orientation or on the basis of part time working. It aims to prevent discrimination against employees, third party workers such as contractors and agency staff, suppliers, customers and members of the public.

## WHO DOES THE POLICY APPLY TO?

The policy applies to all EDF Energy employees and all external job applicants, other than those working or applying to work in joint venture companies e.g. Powerlink and Metronet where local policies will apply.

Contractors are also responsible for ensuring that their own employees, any agency workers and sub-contractors are aware of and abide by this policy.

## POLICY STATEMENT

It is important that the organisation is representative of the customers it serves and the communities in which it operates. EDF Energy also welcomes the breadth of perspective that employment of diverse individuals can bring.

EDF Energy is fully committed to a policy of fair and equal treatment of all employees and job applicants, irrespective of their colour, disability, ethnic origin, gender, gender reassignment, marital status, nationality, race, religion or belief, sexual orientation or on the basis of part time working.

Individuals will be selected, promoted and treated on the basis of their abilities and merits and according to the requirements of the job. Everyone will be given equal opportunity to receive training and development and to progress within the organisation based on these criteria.

QUESTIONS	ANSWERS
<p><b>What is the framework of the policy?</b></p>	<p>The policy is set within the framework of current employment legislation and relevant codes of practice, at the date of release. The policy will be frequently reviewed to ensure that it takes account of any future legislative changes relating to discrimination and equal opportunity matters.</p> <p>Additionally, EDF Energy recognises that an age diverse workforce will reflect the profile of the community and the customers we serve. Age will not be a relevant criteria for recruitment or selection for the majority of jobs although there may be occasions where it is appropriate to target recruitment at specific age groups e.g. modern apprenticeships. No employee will receive less favourable treatment with regard to training, development or promotion on the grounds of their age.</p> <p>In October 2006 new legislation in relation to age will be introduced and EDF Energy is reviewing its practices and policies to ensure full compliance.</p> <p>Equality is a continually developing area of employment legislation and therefore managers and employees are encouraged to seek advice and guidance from Human Resources. Trade union members may also seek support from the trade union.</p> <p>EDF Energy recognises that individuals have different needs and that there are circumstances when certain provisions will need to be put in place to support an individual. This will be managed whilst ensuring a fair process is achieved for all. An example of this could be making reasonable adjustments for people with disabilities, so that they are treated fairly and given the same opportunities as others.</p> <p>EDF Energy's compliance with the Equal Opportunities Policy will be monitored by Human Resources and an annual report will be published.</p>
<p><b>What training will be available?</b></p>	<p>To achieve the Company's policy of equal opportunities, Human Resources, managers and employees will receive relevant equal opportunities training. The aim of this training will be to develop equal opportunities and to provide information, skills and advice so as to ensure the effectiveness of the implementation of the Company's Equal Opportunities Policy.</p>

QUESTIONS	ANSWERS
<p><b>How does this policy apply to recruitment and selection?</b></p>	<p>Advertisements for vacancies will encourage applications from all suitable candidates and will be written in a non-discriminatory manner. Any text and accompanying images will support this, be free from bias and emphasise the commitment to equal opportunities. Similarly, the media used to advertise vacancies and the ways in which applications can be submitted, will be chosen carefully to attract a wide range of potential candidates.</p> <p>All job applicants called for interview or testing will be asked whether they require any particular facilities or assistance.</p> <p>EDF Energy is working towards an accreditation process which will ensure the competence of all Company interviewers. In relation to this, they will be required to confirm that they understand their obligations in terms of this policy.</p> <p>Where external recruitment agencies are involved in searching for applicants or providing temporary staff, they will be made aware of this policy and be expected to adhere to it.</p>
<p><b>How does this policy affect individuals seeking development opportunities?</b></p>	<p>In all cases, full and fair consideration will be given to all employees for appropriate development opportunities. Decisions to offer such opportunities will be made on the basis of performance, growth opportunity and business need.</p> <p>When selecting individuals for development opportunities preconceived ideas should not form any part of the decision making process. Therefore, efforts should be made to ensure that opportunities for development are available to all those who might be interested and have the necessary ability.</p> <p>All Coaching for Performance discussions and Company appraisal and review processes should be undertaken fairly and without bias, to reflect the contribution the employee has made.</p>
<p><b>What about equal pay and benefits?</b></p>	<p>Equal pay between men and women is a legal right under the Equal Pay Act 1970 and under European law. It is in the interest of EDF Energy and its employees to have a just and fair pay system. EDF Energy fully supports the legal requirements to pay on the basis of equal pay for all employees determined solely on the duties and responsibilities allocated to individuals. In addition, employee benefits will be determined equally based on the same principles.</p> <p>EDF Energy will work to ensure pay is just and fair between men and women, will work against unfair, unjust and unlawful practices affecting pay and will take action where they are found.</p> <p style="text-align: right;"><a href="#">Continued &gt;&gt;</a></p>

QUESTIONS	ANSWERS
	<p>Employees who have a concern about equal pay should, in the first instance, raise it with their manager. If they are dissatisfied with the response or lack of response, they may raise a formal grievance under the relevant procedure. An investigation will be undertaken to determine whether or not there is any difference in pay, and if there is, what the reason for the difference is.</p>
<p><b>What can an individual do if they have a complaint?</b></p>	<p>Any individual who feels they have been unfairly discriminated against can raise the matter formally or informally with their manager or Human Resources. Mediation support is available from Human Resources and / or Occupational Health depending on the nature and seriousness of the complaint.</p>
<p><b>How is a formal complaint dealt with?</b></p>	<p>A formal complaint will be investigated in an impartial and objective manner and the complainant will be given a full response. The investigation and report back will normally be conducted by a manager or Human Resources Manager, or both, depending on the circumstances and the complainant's wishes.</p> <p>Depending on the seriousness of the complaint and its outcome the investigating manager may choose one or more of the following courses of action:</p> <ul style="list-style-type: none"> <li>• Conclude there has been no breach of the policy;</li> <li>• Conclude there has been a breach of the policy;</li> <li>• Make recommendations for action, including the possible instigation of disciplinary proceedings;</li> <li>• Inform the Branch Director of Human Resources of the breach or alleged breach of the policy.</li> </ul> <p>An employee who makes a complaint or who is the subject of a complaint can be accompanied by a fellow worker or a trade union official at all stages of the complaint and investigation.</p>
<p><b>What happens if the policy is breached?</b></p>	<p>Any employee found to be in breach of the Equal Opportunities Policy will be liable to action under the Company's Disciplinary Procedure. This includes discrimination against employees, third party workers such as contractors and agency staff, suppliers, customers and any other person(s) who employees have dealings with during the course of their work. Where the breach of the policy is the result of serious misconduct, this could lead to dismissal.</p>

QUESTIONS	ANSWERS
<p><b>How will monitoring be undertaken?</b></p>	<p>It is important that EDF Energy monitor the profile of the organisation so that they can continue to understand the diversity of their workforce and identify areas in which improvements can be made. Employees and job applicants are requested to co-operate in the monitoring as and when required. Monitoring will be undertaken through self-classification. Equal opportunities monitoring forms will be issued to employees on an ad hoc basis. All new employees will be asked to complete a self-classification equal opportunities monitoring form. All information provided will be treated in strict confidence and will be used for equal opportunities monitoring only.</p>

## RESPONSIBILITIES

### EMPLOYEES:

- Employees are responsible for familiarising themselves with the policy and raising any questions or concerns.
- Employees must ensure that they adhere to the policy and that they do not unlawfully discriminate.

### MANAGERS:

- Managers are responsible for enforcing the policy and, where it is alleged that employees have breached the policy, the appropriate disciplinary procedure must be instigated consistently.

### HUMAN RESOURCES:

- Human Resources are responsible for distributing the policy to new employees.
- Human Resources are responsible for providing training and induction material for employees and managers.
- Human Resources are responsible for collecting and monitoring information regarding the profile of employees and job applicants.
- Human Resources are responsible for ensuring that complaints are investigated and reviewed properly and a log kept of any complaints that are made.
- Human Resources are responsible for producing an annual report.