

MANAGEMENT OF EMPLOYEES OBSERVING RELIGIOUS EVENTS IN THE WORKPLACE

The company is committed to ensuring discrimination of any kind does not take place in the Company. Religion or belief is one of the protected characteristics contained in the Equality Act 2010 meaning it is unlawful to discriminate against someone because of their religion, religious belief or philosophical belief.

We will not unlawfully discriminate against members of our workforce. This policy sets out our stance on dealing with requests from employees in respect of religious observance.

A) COMMUNICATION

The Company recognises the need to be sensitive to employees' religions or beliefs and the requirements these place on the employee. The employee themselves should ensure they communicate their religious requirements or needs to their line manager to allow these to be appropriately considered.

B) TIME OFF

Employees should inform their line manager of any event which requires time off for religious observance, for example, time off for religious festivals. We may require the employee to use annual leave.

Where employees may require an extended period of leave to attend a funeral, they should discuss their situation with their line manager. Employees may be able to take a period of annual leave and then follow it with a period of compassionate leave.

C) OBSERVANCE WHILST AT WORK

We acknowledge that not all religious events will require time off work.

Employees who require time off during the day to observe religious requirements should make this known to their line manager as soon as possible. The line manager will discuss the requirements with the employee and arrangements made where possible.

Where an employee continues to work whilst observing a time limited religious event, and observing the event places requirements on an employee, the employee should discuss the requirements with their line manager. The line manager may agree to temporary flexible working practices, for example, earlier/later start and finish times, adjustments to rest breaks, reorganisation of work tasks etc.

Line managers are responsible for ensuring that, where agreed with the employee, the employee's colleagues are respectful of the religious observance. Harassment and bullying is not acceptable and anyone found to be engaging in such behaviour will be subject to the disciplinary procedure.

D) CONSIDERATION OF REQUESTS

We will at all times endeavour to accommodate an employee's requests in relation to required elements of observance of a religious event. However, the needs of the business will always be taken into account and employees should not assume that their request will be accommodated, or will be accommodate without compromise.

This Policy has been reviewed and approved by:

Name: Jonathan Sisk
Position: Managing Director
Date: 10/06/2022
Signature: ***Jonathan Sisk***