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1. Introduction

- 1.1 The Company is committed to providing equal opportunities in employment.
- 1.2 It is the Company's policy, where possible, to understand and support an employee's religious beliefs in the workplace.
- 1.3 It is the Company's policy to encourage employees to disclose their religion or belief on a voluntary basis. If such information is requested so that any special consideration is requested so that any special religious needs can be met, the Company will give due consideration given to what might reasonably be provided to its employees.
- 1.4 Employees are not required to disclose their religion, belief or religious practices to the Company. Employees are encouraged to provide this information.

2. Working Hours

- 2.1 The Company will try to accommodate an employee's working pattern so that breaks can be taken to coincide with his or her needs for religious observance. The Company will, where possible, try to give its employees time off during working hours for religious observance. The Company will take such arrangements into account where possible and practicable. At all times, the Company will take into account business needs and the impact of such arrangements on staff and their work or working patterns.
- 2.2 In the event that an employee requests time off at a particularly busy time, or at a time when the absence would otherwise cause difficulties for the business, the time off requested is unreasonable or excessive having regard to the needs of the business, the Company reserves the right to refuse the employee some or all of the requested time off.
- 2.3 All employees, whatever their religion or belief, will be treated equally in respect of requests for religious observance or requests for alterations to their working hours for religious reasons.

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3. Facilities

- 3.1 The Company provides [food heating] facilities for use by all employees. At all times, employees must ensure that food left in the fridges or on the shelves is stored in sealed containers. This is for the benefit of all employees and to ensure that employees may wish to ensure that their food does not come into contact with, for example, pork or other meat products.
- 3.2 [The Company provides a Quiet Room] <<State Location of Quiet Room>> for the purpose of allowing employees to pray or undertake religious observance.
- 3.3 This room is available to all employees, whatever their religion.
- 3.4 Employees who do not observe a religion or belief may also use this room for the purpose of quiet reflection.
- 3.5 Employees who change their religion or belief in the Quiet Room are asked to respect the personal beliefs of other individuals at all times.]

4. Responsibility

<<State Job Title E.g. the HR Manager>> has overall responsibility for this policy, including the facilities provided. If an employee has a query or concerns related to his/her rights, this should be addressed to <<State Job Title E.g. the HR Manager>>.