

Equality & Diversity Policy

Prepared By:	N Norgett	Date:06/01/15
Checked By:	N Smith	Date: 06/01/15
Revision:	3.02	Date: 07/11/16



ELECTRICAL SERVICES & PROJECTS LTD

Project House, The Drive
Worthing
West Sussex
BN11 5LL
Tel 01903 700321
Fax 01903 507498
www.esp-ltd.co.uk



Equality & Diversity

1. PRINCIPLES

1.1 Electrical Services & Projects Ltd operates its business in a multicultural community - we value diversity among our staff, clients and the general public with whom we interact on a daily basis. We are, therefore, determined to ensure that:

- we treat all individuals fairly, with dignity and respect
- opportunities are open to all
- we provide a safe, supportive, inclusive and welcoming environment for all staff
- client's and visitors are free from any form of harassment.

1.2 Specifically we will comply with the Equality Act 2010 and will pay particular heed to the 'protected characteristics' ('PCs') listed here which are set out in the Act:

- Age
- Disability (which includes mental health and people diagnosed as clinically obese);
- Race
- Religion or belief
- Sex
- Sexual orientation
- Gender reassignment (people who are having or who have had a sex change, transvestites and transgender people)
- Marriage and civil partnership
- Pregnancy and maternity

1.3 In addressing these 'PCs' we will take account of the following seven different types of discrimination set out in the Act:

- Direct discrimination: this is discrimination because of a protected characteristic
- Associative discrimination - this is direct discrimination against someone because they are associated with another person with a protected characteristic. (This includes carers of disabled people and elderly relatives, who can claim they were treated unfairly because of duties that had to carry out at home relating to their care work. It also covers discrimination against someone because, for example, their partner is from another country.)
- Indirect discrimination - this is where a company rule or policy applies to everyone but disadvantages a person with a protected characteristic
- Harassment - this means behavior deemed offensive by the recipient. (It is noted that an employee may claim they find something offensive even when it's not directed at them.)
- Harassment by a third party: we recognise the company is potentially liable for the harassment of staff or customers by people we don't directly employ, such as a sub-contractor
- Victimisation: this means discrimination against someone because they made or supported a complaint under Equality Act legislation

2. POLICY

2.1 – Age

Other than for achieving a legitimate aim such as the protection of vulnerable groups or health and safety considerations, the Company will not discriminate against, harass or otherwise victimise any worker on the grounds of age and will apply this principal to persons of all ages, both young and old.

The company's default retirement age will match that set down by the government but we recognise the statutory right of an employee to request working beyond and will consider such requests on individual merit.

We will ensure that all employees are given at least six months' notice of their retirement date.

2.1 – Disability

We are committed to ensuring that no-one is treated **unfavourably because of something connected to a disability** –for example where someone makes spelling mistakes because of dyslexia.

All reasonable adjustments to provision will be made to ensure that staff with disabilities (see 1.2 above) and other disabled people are not substantially disadvantaged.

We recognise the right of a disabled person to claim a particular company rule or requirement might disadvantage people with a certain disability.

2.3 – Race

Electrical Services & Projects Ltd aims to recognise and counter racism and cultural stereotyping in any form. We recognise that if we allow racist remarks and attitudes to go unchallenged within our organisation it could seriously affect the quality of the lives of our staff and customers.

We undertake to encourage understanding and respect for all cultures and ensure that this undertaking is carried through all our business activities and staff training.

2.4 - Religion or Belief

The Company respects the right of individuals to hold their own religious beliefs and political convictions. Individuals are expected to respect the rights of others and to be tolerant in listening to views other than their own. The expression of intolerant beliefs and opinions which infringe the rights of others will not be tolerated by the company.

2.5 - Sex and Sexual Orientation

Electrical Services & Projects Ltd seeks to challenge homophobic remarks which can be damaging to the self-image of lesbian, gay, bisexual or transgender people. Managers in the

company will respond sensitively and supportively whenever individuals raise the issue of their sexuality.

2.6 - Gender and Gender Reassignment

We will not discriminate against someone who is or has changed their gender - for example, if they need to take time off work as part of the process.

Electrical Services & Projects Ltd is committed to ensuring that both female and male staff are given equal treatment and equal opportunities at work and are paid an equal wage for doing the same sort of work.

No action will be taken against anyone for talking to their colleagues or trade union representatives about how much they are paid or for challenging their pay on gender grounds.

We will strive to promote appropriate non-sexist language both verbal and in our leaflets and literature and will endeavour to ensure that gender stereotypes are challenged in all circumstances.

2.9 - Pregnancy and maternity

We will not discriminate against mothers or their children during or after pregnancy and accept that mothers are allowed to breastfeed in public (on our premises) if they wish to do so and cannot be asked to go to a more private place.

2.10 - Verbal Abuse

- No member of staff should ignore any form of discriminatory and/ or prejudiced abuse or harassment whatever the perpetrator's status (including senior members of staff or sub-contractors).
- Offensive remarks or behavior should be reported to a senior member of staff, who will take appropriate action.
- Offending staff or contract workers will be dealt with by the senior management/MD.
- The Company will operate a system for recording incidents of abuse. In serious cases it is the responsibility of the senior management/MD to inform the police.

2.11 - Physical intimidation and attacks

- No incident should be ignored. Action should be taken to stop any attack and the perpetrators should be isolated and the incident reported to senior management. There should be a written account of the incident and the consequent action taken.
- The perpetrator(s) (if members of staff) will be subject to normal disciplinary procedures. In serious cases the police will be informed by the MD.

2.12 – Language

The company will endeavour to ensure that the language used in publicity, letters to clients, documentation etc. will reflect the aims of the Equality and Diversity Policy.

2.13 - Staff Management

Relationships between managers and staff should be conducted in a spirit which generally encourages mutual respect and eliminates pre-judgements of all kinds.

We recognise the rights of staff to be free to discuss their wages with each other and will not impose a restriction to prevent this from happening nor discriminate against people if they do this.

2.13 – Recruitment

- We will advertise our job vacancies widely within our catchment area
- All publicity materials will aim to reflect the company's positive commitment to equal opportunities.
- Short listing will be undertaken using only the information contained in the formal application.
- Any applicant who is disabled and who meets the criteria for initial selection will be invited for interview, irrespective of any requirement to improve or adapt facilities should they be successful.
- Candidates with specific needs (such as non-English speaking will be offered pre and post application assistance in the interests of equality and fairness.
- Reasons for inclusion or exclusion from the shortlist will be recorded.

2.14 - Access to Training and Career Development

Electrical Services & Projects Ltd is committed to valuing diversity, promoting equality of opportunity and eliminating unlawful discrimination for all members of our community.

Staff development has an important role in helping us to achieve these goals.

We will, therefore:

- Keep an open mind when undertaking staff reviews and training needs assessments and listen to the needs expressed by the member of staff when deciding on training to be undertaken
- Open job vacancies and opportunities to all staff and treat all applicants with equal fairness
- Design and plan events so that all staff have equal access to training and development opportunities
- Choose, design and using learning materials that are accessible, do not reinforce stereotypes and that are representative for a diverse range of people

Finally

The operation of this policy must not expose people to physical danger or practices outside the law.

Any employee who believes that they have been unfairly treated within the scope of this policy may seek a confidential interview with the Proprietor.

Signed: 

Nathan Smith - Director

Date: 7th November 2016