

Policy and Arrangements

# Equality & Diversity Policy

**CP008**

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V2.00

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## ***Introduction***

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their gender, gender re-assignment, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital/civil partnership status, pregnancy, maternity, and social class. A Coole Electrical Ltd. opposes all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

## ***Our commitment***

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Breaches of our diversity and equality policy will be regarded as misconduct, which could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually.

A Coole Electrical Ltd. are committed to supporting, developing, and promoting equality and diversity in all its practices and activities. We aim to establish an inclusive culture, free from discrimination and based upon the values of dignity, courtesy, and respect. We are committed to eliminating discrimination and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

This commitment supports the organisational principles of A Coole Electrical Ltd. and upholds the ethos of establishing a culture based on dignity, courtesy, and respect.

This policy builds on the foundation of equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that the A Coole Electrical Lt. team endeavours to exemplify best practice.

Commitment to equality and diversity and will be supported by specific equality policies and action plans. The policy applies to all staff employed on a full time or part-time basis, to all staff/workers on permanent or temporary contracts, to sub-contractors and self-employed people undertaking work on behalf of A Coole Electrical Ltd.

## **Legislative Background**

Under equality legislation it is unlawful to:

- Discriminate directly against anyone and treat him/her less favourably than others on the grounds of the protected characteristics of age (unless this can be justified as a proportionate means of achieving a legitimate aim), disability (including discrimination arising from a disability and failure to make reasonable adjustments), gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, and belief (including lack of belief), sex and sexual orientation. This also includes discrimination based on perception of the person e.g., a belief that someone is gay or a belief that someone is disabled even if this is not actually true.
- Discriminate against someone for reasons relating to their association with a person on the grounds of the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation e.g., discriminating against an employee/student because they have a disabled dependant.
- Discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people with a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, race, religion, and belief (including lack of belief), sex and sexual orientation) unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim.
- Subject someone to harassment for reasons relating to age, disability, gender reassignment, race, religion, and belief (including lack of belief), sex and sexual orientation. This includes behaviour that an individual finds offensive on these grounds even if the behaviour is not directed at the individual. It is unlawful to treat a person less favourably because they either submit to, or reject, sexual harassment or harassment related to their sex.
- Victimise someone because he/she has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination in line with the Equality Act 2010.

## **Objectives:**

The aim of this policy is to ensure that in carrying out its activities the A Coole Electrical Ltd. will have due regard to:

- eliminating unlawful discrimination, harassment, and victimisation
- advancing equality of opportunity, across all the activities of the university between different groups
- fostering good relations between people of a diverse background

In the implementation of this policy A Coole Electrical Ltd will aim to:

- develop and promote a culture of equality and diversity throughout the company
- develop and promote a culture of dignity, courtesy, and respect
- support all staff and students, including provision of relevant support relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, and belief (including lack of belief), sex and sexual orientation
- work to prevent all forms of unlawful discrimination
- deal with all forms of discrimination consistently and effectively
- ensure that the equality and diversity policy influence and informs the culture of A Coole Electrical Ltd.

## ***Definitions***

**Equal opportunities** refer to the elimination of unlawful and unfair direct and indirect discrimination of particular groups and promoting equal access, treatment and outcomes that take into account specific needs of individuals.

**Diversity** encompasses visible and non-visible individual differences that includes, but is not limited to, differences protected by anti-discrimination legislation. Appreciating diversity is about valuing differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make. 4 It is the aim of A Coole Electrical Ltd that individuals within the company are not only treated based on equality, but that their diverse contributions to the academic, social, and cultural life of the company are recognised and developed.

## ***Role of Supervisors/Management***

- actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy
- to be aware of equality and diversity issues
- to ensure that they work to promote equality and diversity as an integral part of the services they provide and the policies and procedures they both develop and apply

## ***Role of Human Resources***

- To provide appropriate equality and diversity awareness and training for all staff.
- To ensure that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied.
- To monitor employment equality data and to publish the findings of monitoring activity, as appropriate.
- To investigate all matters of alleged discrimination, harassment, and inappropriate behaviour promptly and thoroughly.
- To treat all applications for flexible practices on a fair and equitable basis and to provide reasonable and objective reasons when such requests must be refused.
- To ensure that career development opportunities and disciplinary and complaints procedures are fairly and consistently applied to all staff
- To advise on legal compliance and best practice in all matters relating to equality and diversity.
- To devise and recommend policies, procedures, and action plans to ensure that all legislative requirements are met, and best practice adopted.
- To advise on the provision of appropriate training and awareness-raising in relation to all equal opportunities and diversity matters.

## ***Role of Directors***

- To encourage, foster and promote a culture of equality and diversity in the institution.
- To ensure consistency of this policy with other policies and initiatives, making recommendations and providing advice on implementation of the policy.

- To control the financial and budgetary resources required to implement this policy.
- To integrate equality and diversity considerations into corporate planning.

### ***Application of the Policy:***

#### **Staff Recruitment and Selection**

- Job descriptions, person specifications and recruitment advertisements will be written based on the essential and justifiable requirements of the position.
- Shortlisting, appointment, and rejection decisions will be transparent and justifiable and will be supported by written comments.

#### **Promotion**

- All promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

#### **Staff Development**

- All staff will have equal access to induction, personal and career development opportunities, and facilities.

#### **Performance Management**

- Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff.

#### **Discipline and Grievance**

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff.
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

#### **Training**

Equality and diversity awareness raising, and training will be mandatory for all staff. Information will be provided to all employees to raise awareness of equality and diversity and the contents of this policy.

#### **Communication**

This policy is available in the 'Company Policies' section of the 'Company Revised' folder. It will also be available in printed form on request and, if requested, will be made available in different formats (e.g., large print, audio).

#### **Monitoring**

Statistics will be gathered to monitor equality across all aspects of processes and will be used to inform future practice.

#### **Confidentiality**

Any information disclosed to the Directors in relation equality and diversity issues will be kept strictly confidential in accordance with legislative requirements.

**Breach of Policy**

Contravention of the Equality and Diversity policy will be treated as a disciplinary matter and offenders will be dealt with under the disciplinary policies.

**Revision**

This policy will be revised on an annual basis or when relevant new legislation comes into place.

**Sources of Further Guidance:**

- Equality Act 2010
- Human Rights Act 1998

Equality & Human Rights Commission: <http://www.equalityhumanrights.com/>

ACAS (Advisory, Conciliation and Arbitration Service)

<http://www.acas.org.uk/index.aspx?articleid=14>

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