



### EQUALITY AND DIVERSITY POLICY

East Kirkby Engineering Co limited is committed to providing services which embrace diversity and promote equality of opportunity.

As an employer, East Kirkby Engineering Co limited is committed to ensuring equality and valuing diversity within its workforce, and others.

East Kirkby Engineering Co limited will not tolerate any discrimination, directly or indirectly.

#### Introduction

**Equality** is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. It is not about treating people the same, but recognising that everyone has different needs, which need to be met in different ways.

**Diversity** is based on everyone being different. Our commitment to diversity is about recognising, valuing and respecting differences in others and embracing the differences.

We welcome the different skills, abilities and experiences that people bring into the workforce.

EKE is an employer and provider, and has a responsibility to ensure that everyone has the right to be treated fairly at work. The Equality Act 2010 provides the legal support for this.

East Kirkby Engineering Co Limited is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

East Kirkby Engineering Co limited - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and

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benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

East Kirkby Engineering Co limited commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender,

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ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Details of the organisation's grievance and disciplinary policies and procedures can be found at Avocet House Bittern Way Boston.

This includes with whom an employee should raise a grievance – being the immediate Supervisor, or Contracts Manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Signed:

A handwritten signature in blue ink, appearing to be 'J. [unclear]', written over a horizontal line.

Managing Director  
on behalf of East Kirkby Engineering Company Limited  
Date: **1<sup>st</sup> February 2021**

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