



Equality and Diversity Policy

Revision

: Revision 0

Date

: 01 April 2022

Purpose

The purpose of the Equality and Diversity policy is to ensure that all workers and employees, including potential employees, are treated fairly and with respect at all stages of their employment. Our aim is to ensure that all workers and employees have an equal chance to contribute and to achieve their potential. We will treat all customers and clients with respect and aim to provide services that meet the diverse needs of our clients.

Scope

All workers and employees working under a contract of employment.

Policy Statement

EA-RS Fire Engineering is committed to a policy of equal opportunities for all employees, workers and applicants and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment, training, transfer and promotion to avoid unlawful or undesirable discrimination. EA-RS will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and places an obligation upon all staff to respect and act in accordance with the policy. EA-RS is committed to providing training for all its managers in equal opportunities practice and ensuring all employees are aware of their responsibility towards equal opportunities.

EA-RS shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. EA-RS will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

EA-RS will not accept instructions from clients that indicate an intention to discriminate unlawfully.

EA-RS will require that subcontractors provide copies of their Equality and Diversity policies where appropriate. Where a subcontractor does not have their own policy the EA-RS will request the subcontractor to adhere to EA-RS policies.

The person responsible for the effective implementation and monitoring of this policy is the Operations Director, Senior Management team or the HSQE.

EA-RS aims to ensure the following:

Gender

Women and men are fully and properly represented and rewarded for their contribution at all levels of the organisation through:

- challenging gender stereotypes
- supporting employees in balancing their life at work and at home
- supporting employees who become pregnant and taking active steps to facilitate their return to work after maternity leave

Trans-gender status

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. The Company will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

Marital status

People are treated fairly and equally in the workplace irrespective of their marital, civil partnership or family status.

Race

EA-RS Fire Engineering will not discriminate against any person on the grounds of their colour, race, nationality or ethnic origin. This applies not only to employees, but to job applicants, customers, suppliers and members of the public.

The Company requires its employees to treat all people with appropriate courtesy and respect, regardless of their colour, race, nationality or ethnic origins.

The Operations Director, Senior Management team or the HSQE has overall responsibility for implementing the above policy in accordance with the guidance and procedure set out below.

Any person who suffers or believes that they have suffered unlawful discrimination is to report this to their immediate superior or other member of the Company's management so that the matter can be dealt with. If it is not resolved to their satisfaction, they may take the matter up through the Company grievance procedure and ultimately with the Managing Director if the problem persists.

All personnel are hereby instructed that unlawful discrimination in contravention of the above policy will not be tolerated and will be dealt with as a disciplinary issue. This includes anyone who becomes aware discrimination is taking place but does not report it to his or her immediate superior or an appropriate member of Management.

It is illegal (i.e. a criminal offence) to incite racial hatred and any employee who does so or participates in or condones any such action, will be subject to disciplinary action.

This policy applies to employees not only whilst at work but also in their out of work activities, insofar as these relate to employees, customers or suppliers of the company or as regards any effect on employees' relationships in the workplace or the Company's public relations.

Disability

The abilities of disabled people are recognised and valued at all levels of the Company through:

- focusing on what people can do rather than on what they cannot
- challenging stereotypes about people with disabilities
- making appropriate adjustments in the workplace to help people with disabilities achieve their full career potential.

EA-RS will not discriminate against a disabled job applicant or employee on the grounds of disability:

- in the arrangements i.e. application form, interview and arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training, transfer, demotion, reduction of wage; or harassment)

EA-RS will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

EA-RS will comply with all relevant Disability Discrimination legislation and to that end wherever possible make reasonable adjustments to its premises, services and the requirements of, and facilities for, individual employee's jobs.

Age

Age diversity within the workforce is promoted and valued through:

- challenging age stereotyping
- recognising the benefits of a mixed-age workforce
- enabling employees, where appropriate, to work beyond the normal retirement age

EA-RS will ensure that the company, its clients, subcontractors, suppliers, etc. do not include any age criteria or other subjective criteria in job specifications, and will ensure clients, suppliers, subcontractors, etc. recruit on the basis of competence and skill, not age.

EA-RS is committed to recruiting and retaining employees whose skills, experience, and attitude are appropriate to the requirements of the various positions regardless of age.

EA-RS will not request age as part of its recruitment, training or development process. Information regarding age is held for compilation of personal data i.e. payroll, which the company holds on all employees and workers.

Religious belief and political opinion

People are treated fairly in the workplace irrespective of their religious beliefs and practices or political opinions by recognising individuals' freedom of belief and right to protection from intolerance and persecution.

HIV

Discrimination against an employee or potential employee on grounds that he or she has, or is thought to have, HIV or AIDS is not acceptable, and confidentiality will be respected in line with the wishes of an individual with HIV or AIDS.

Sexuality

People are treated fairly in the workplace irrespective of their sexuality through:

- respecting different lifestyles
- challenging negative stereotypical views

Pregnancy

Employees will be treated fairly in the workplace during and after their pregnancy. Measures will be put in place to support pregnant employees. At no time will EA-RS overlook an employee or external candidate due to their pregnancy.

Foreign Nationals

It is the policy of our Company to show no discrimination against the employment of any foreign national, provided that they can prove they are legally entitled to work and are competent to carry out their duties of employment.

They must have a reasonable understanding of and/or speak English to comply with all Health and Safety procedures.

We will provide the necessary training in Health and Safety issues and plan operation and have translations for relevant documentation and signage as appropriate. We will also make available advice on location of English lessons.

Part-time workers

EA-RS recognises that it is an essential part of this policy that part time employees are treated on the same terms as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to EA-RS pension scheme.

The Company will treat part time employees the same as full time employees in relation to training and redundancy situations.

Equal Pay

EA-RS is committed to the principle of equal pay for all its employees. It eliminates any bias which may be identified in our pay structure related to gender, race, age, religion, disability etc.

EA-RS supports the principle of equality of opportunity for all staff. It recognises the importance of, and is committed to providing a fair, objective and transparent pay system which is free from gender bias. As good business practice and in the interests of equity and fairness EA-RS is committed to taking action to ensure that it provides equality for men and women for like work and work of equal value.

Relevant Legislation

The relevant legislation concerning equal pay is: Equality Act 2010.

The equality of terms provisions of the Act covers all aspects of the contractual pay and benefits package, including:-

- Basic pay
- Non-discretionary bonuses
- Overtime rates and allowances
- Performance related benefits
- Severance and redundancy pay
- Access to pension schemes
- Benefits under pension schemes
- Hours of work
- Company cars
- Sick pay
- Fringe benefits such as travel allowances
- Benefits in kind

EA-RS will ensure that employees:

- Are aware of the Equality Act 2010 Pay Policy and know how to resolve any equality issues.
- Respond to employee complaints relating to equality quickly and efficiently through the existing appeal procedure.

Equal Opportunities in Service Delivery

- All members of society have the right to use the facilities and services that the company provide.
- We are committed to ensuring that our policies, procedures in the provision of our services are fair and equitable to all.
- Developing good access means removing barriers which prevent the full and equal access of all communities within society as part of social inclusion.
- We will not provide or develop any new services which are segregated with respect to disabled people and different social/equality groups.
- We are committed to treating all customers with the same respect and offer them the same opportunities and access in delivering fair services that are appropriate to them. We recognise that we may meet the needs of diverse groups better by delivering services differently.
- We are aware of who our customers are and design and develop our services to meet their diverse need. This will include accessible formats, interpretation services, help for people with communication impairment and learning difficulties, people whose first language is not English.
- We will ensure that all promotional literature or material will not contain any form of sexist, racist or otherwise discriminatory reference or images.
- We will ensure customers and staff are protected from victimisation, bullying or harassment.

If a customer or staff believes they have been unlawfully harassed or discriminated against, the Complaints Procedure should be invoked.

- Wherever possible we have ensured our premises are accessible by disabled people and will make access improvements in any planned refurbishments.
- We will ensure that our services are relevant to older people and the disabled, helping them maintain their independence by working with clients in the provision of Aids & Adaptation programmes.

Complaints Procedure

EA-RS has in place a Complaints Procedure for dealing with complaints of unlawful discrimination and harassment.



Jason Clitheroe
Operations Director

Date: April 2022
Review Date: April 2023