



Equality & Diversity Policy

Policy Statement

N T Killingley Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. The company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, and selection for redundancy and dismissal.

Scope

The Company will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the "protected characteristics".

Purpose

The purpose of this policy is to ensure we all recognise the importance of valuing and embracing the differences which people have and how those differences can be most beneficial to us as a company. 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.

Responsibilities & Obligations

Employees have a duty to co-operate with the Company to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination. Discrimination can take the form of:

- Direct discrimination is treating a person less favourably because of a particular personal characteristic.
- Indirect discrimination is applying criteria or practice equally to all people but which has the effect of disadvantaging people with a certain personal characteristic.
- Harassment is unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- Victimisation is treating a person less favorably because they have asserted their rights under this policy or equality legislation or they have assisted another person to assert such rights.

You should draw the attention of your line manager to suspected discriminatory acts or practices. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure. You should support colleagues who suffer such treatment and are making a complaint.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Equal pay and equality of terms

The Company is committed to equal pay and equality of terms in employment. It believes its male and female employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Meeting individual needs

As far as possible the company will try and meet the needs of individuals at work. For Example:

- Caring and domestic responsibilities – time off may be appropriate to allow staff to care for children or sick relatives to help them balance their work and home responsibilities.
- Working patterns – wherever possible training courses and meetings should be planned to allow attendance by staff working non-standard hour.
- Disability – disabled staff and customers should be consulted about any reasonable adjustments which could be made to allow them to better perform their functions.
- Religious practices – it may be necessary to provide unpaid time off for prayer or religious festivals or relax dress standards to meet religious need.

Reporting complaints

All allegations of discrimination will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints of unlawful discrimination from employees.

If you wish to make a complaint of discrimination, you should do so promptly and use the Company's grievance procedure.

Policy Breaches

If legal requirements are contravened, both the company and the employees/workers concerned may be liable to legal proceedings and the risk of having unlimited damages awarded against them.

Serious breaches of this policy will result in disciplinary proceedings, as per the company policy and will be termed Gross Misconduct, which may result in dismissal.

Follow/up/review training or education may be more appropriate where minor breaches have occurred due to lack of understanding of equality and diversity principles.

It is no defence for staff to say that they did not intend their behaviour to cause offence, or to blame individuals for being over-sensitive as it is for the recipient of the behaviour to decide what they consider to be offensive. It is the impact of the behaviour rather than the intent which is important.

Communicating this policy

In order to ensure that the principles of this policy are embedded in everything we do, all existing employees will receive a copy of this policy and training regarding how it should be interpreted. This policy will also be covered in all future inductions and placed in the staff handbook.



Review and consultation

This policy will be reviewed annually to ensure it remains current and in line with legislation and other policies. Employees/workers will be consulted as part of the review process. The principles of this policy will also be considered when developing other new organisational policies.

Monitoring equal opportunity

The Company will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, the Company will implement them. The Company will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability.

M Killingley – Managing Director

A handwritten signature in black ink that reads "M. B. Killingley". The signature is written in a cursive style.