

# Equality and Diversity Policy

RJ Installations is fully committed to encouraging diversity, advancing equality of opportunity and preventing discrimination.

The overall purpose of this Policy is to ensure equality and fairness for all and to prevent discrimination on the grounds of age, caring responsibilities, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, gender or sexual orientation, part-time working, membership or non-membership of a Trade Union or any other factor irrelevant to a person's employment. This Policy is fully compliant with the Equality Act 2010 and Human Rights Act 1998 and takes benefit, where possible, from the Code of Practice and recommendations of the Equality and Human Rights Commission.

The Company respects and values cultural differences and aims to create an environment that promotes dignity, equality and diversity, which encourages individuals to develop and maximise their potential.

All employees will be treated fairly and with respect. Selection for employment, promotion, training and development will be on the basis of skills, ability and merit alone.

The Company will not tolerate any form of unlawful or unfair discrimination, victimisation, bullying or harassment and will take appropriate action against any individual, or group of individuals, who commit or assist others to commit such an act. It should be noted that an individual's nonconformance with this Policy may also be an unlawful act subject to criminal prosecution and potential litigation.

Through the consistent and rigorous application of the Equality and Diversity Policy, the Company will:

- Create an environment in which individual differences and the contributions of all Employees are recognised and valued
- Create a working environment that promotes dignity and respect for all. No form of victimisation, bullying or harassment will be tolerated
- Ensure training, development and progression opportunities are available to all
- Treat breaches of the Policy seriously and take disciplinary action when required
- Provide information and training to all Employees so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it.

The Company will utilise the Equality and Diversity Policy as a means of communicating its commitment to provide equal opportunities to all present and future Employees.

The Company will, to the best of its ability, endeavour to ensure that any other agent or individual that we may employ on behalf of our clients also recognises and abides by this Policy.

As Managing Director, I am appointed with the responsibility of ensuring that RJ Installations employment requirements are developed, communicated, implemented, monitored and reviewed.

The Equality and Diversity Policy, which is fully supported by the Board of Directors, will be continuously monitored for its consistent application and it will, along with any supporting procedures, be reviewed at least annually to ensure its continued suitability.

Roland Masters

Managing Director

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# Equality and Diversity principles

In order to put this policy of Equality and Diversity into practice, the following principles will apply:

## Recruitment and selection

- ♣ Selection criteria are reviewed regularly to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- ♣ Selection is based on the competences relevant to the job and the applicants' experience in relation to those criteria.
- ♣ The Company promotes best practice in the selection process and trains managers in the application of equality and diversity.
- ♣ We consider requests for flexible working from all employees and job applicants.
- ♣ We record the reasons for selection and rejection of applicants to ensure a fair and consistent process.

## Training and development

- ♣ We will raise awareness of equality and diversity among all our employees so that they may recognise and take an active role against all forms of discrimination and harassment.
- ♣ We provide training to give guidance to line managers on equal opportunities when managing: recruitment, promotion, training and development; transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy.
- ♣ We bring the Equality and Diversity Policy to employees' attention at the Induction.

## Career development

- ♣ We ensure that all employees are treated fairly and consistently through the performance development review. Discussions are based on the performance of the individual in their day to day tasks and their individual objectives. It is also a discussion about the development and career progression of the employee.
- ♣ We monitor performance development review documentation to ensure fairness.

## Specific needs

- ♣ We take appropriate steps to accommodate the requirements of employees' religions, cultures and care responsibilities
- ♣ We make reasonable adjustments to the business premises and working arrangements for disabled job

applicants and employees, including employees who become disabled during their employment.

## Bullying and harassment

- ♣ We ensure that any grievance involving discrimination or harassment is considered seriously, thoroughly and fairly. Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings. 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.

## Supply chain

- ♣ We will make the company's supply chain aware of this policy and our expectations around Equality and Diversity.
- ♣ We will support our supply chain in adopting policies and working practices which reflect our own views on equality and diversity and that of our client base as detailed in our Sustainability Policy and Procurement Policy.

## Monitoring

- ♣ We ask all employees to complete a monitoring form. These forms will be used to monitor the composition of our workforce and to help us assess our performance against our equality and diversity strategy.
- ♣ We ensure any information is securely held by the HR team and no information relating to an employee will be released to anybody without the explicit signed consent of the employee concerned.
- ♣ We also monitor the application of our pay and reward strategy to ensure principles of equal pay are upheld.

## Standards of behaviour and management responsibilities

- ♣ The Directors and Senior Managers of the Company fully support this policy statement. Those working at a management level have a specific responsibility to set an appropriate standard of behaviour.
- ♣ In addition, all employees have a personal responsibility to treat all customers, suppliers, the public and colleagues with understanding and respect. All employees are responsible for the success of this policy and are expected to play their part in achieving its objectives.