
Equality, Diversity and Inclusion policy

Introduction

Kane Electrics Ltd is an equal opportunities employer. This means that we will make good faith efforts to comply with the spirit and letter of the equality laws.

We will also endeavour to ensure that our workplace and our employment policies and practices do not unreasonably exclude or disadvantage those of our job applicants and employees who have disabilities. To this end we will comply with the duty to make reasonable adjustments that is imposed on us in relation to such persons.

Company Policy

Kane Electrics Ltd is committed against unlawful discrimination of customers or the public when providing services.

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 and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and 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

Kane Electrics Ltd commits to:

- Encourage equality, diversity and inclusion 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, diversity and inclusion 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 should 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, customers, suppliers, visitors, the public 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 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, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring and reviewing

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

The equality, diversity and inclusion policy is fully supported by senior management This includes with whom an employee should raise a grievance – usually their line 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.

Equality Instructions within our organisation

Kane electrics ltd do not instruct, cause or induce a worker employed by us or an agent to discriminate against, harass or victimise another worker, or to attempt to do so. A person must not help someone else carry out an act which the person helping knows is unlawful under equality law.

However, if the person helping has been told by the person they help that the act is lawful and they reasonably believe this to be true, they will not be legally responsible. All employees are also aware that It is a criminal offence, punishable by a fine, to make a false statement which another person relies on to help to carry out an unlawful act.

Kane electrics ltd cannot stop equality law applying to a situation if it does in fact apply.

Training and promoting equality, diversity and inclusion within our company is our top priority. Training senior staff on our Equality policy and how they promote this to our supply chain and employees is an essential part of or equality ethos.

Training staff to create equality awareness.

Kane electrics ltd will instruct all senior management team to familiarise themselves with our equality policy. We do this by providing training and refresher courses. Site based managers will also be provided with our equality policy. In respect of this, it is the duty of site managers to provide toolbox talks and communicate this to our site-based employees and subcontractors.

Maintenance contractors or office staff will be provided with equality information and advice from their senior staff member.

All Senior staff will sign and date our equality policy documents to show that they understand our policy. Web Links to the equality commission relating to the equality act will be attached to information then emailed to senior staff for reference and guidance.

To promote and train equality, diversity and inclusion within **Kane Electrics ltd**, as Director, I provide my senior staff with leaflets for them to pass onto the employees. These leaflets will provide and educate each employee on the **Kane Electrics ltd** equality policy, as well as creating awareness and their individual rights based on the Equality Act 2010.

(Leaflet attached)

Kane Electrics Ltd have an open policy to allow employees to raise any concerns or activity of discrimination in the workplace to senior management. Senior management are instructed to deal with any concerns and discrimination promptly and provide measures to prevent further discrimination within the workplace. This method of an open policy is to create an inclusive setting within the workplace so all employees can work in a comfortable environment.

Monitoring

If **Kane electrics ltd** find that there has been unlawful discrimination we can take action. The action we take will depend on the specific details of the case and its seriousness. We will take into consideration any underlying circumstances and the outcome of previous similar cases. The actions we could take include:

- Some form of alternative dispute resolution
- Equality training for the person who discriminated.
- Appropriate disciplinary action

If **Kane Electrics Ltd** finds that the investigation concludes that there was no unlawful discrimination, then we will find a way in which everyone can continue to work together.

Monitoring the outcome

We will monitor the situation to ensure that the unlawful discrimination has stopped and that there is no victimisation.

If our worker is not satisfied with what has happened, they can bring a claim to the Employment Tribunal within the Equality Commission for N.Ireland.

Review process

Our policy will be reviewed once a year but changes or updates regarding this will happen with immediate effect and so the changes will flow from Senior staff to all employees. Our company equality policy will be revised and updated in accordance with the Equality Act N.I.

On behalf of Kane Electrics Ltd
Managing Director Joe Kane
Signature



