

Document Number	APIH-001-010		
Revision	A	Date of Revision	11/07/2024
Status	Controlled	Uncontrolled	WIP
Created By	PW		
Approved By	CH		
Signature			
Responsible Person	PW		

Change History

Date	Revision	Modified By	Description of Change(s)

Introductions and Definitions

In this document the following words and phrases have the following meaning:

“The company” covers all entities of the business including API Engineering, PPI Engineering and API Capacitors.

Some parts of the procedure may only be applicable to one company so will have the following designation:

PPI Engineering – P

API Engineering – A

API Capacitors - AC

Scope

This policy is not contractual but aims to set out the way in which The company aims to manage Equality, Diversity, and Inclusion within our organisation.

This policy applies to all employee's, workers, contractors, sub-contractors, and suppliers.

The company is committed to encouraging equality, diversity, and inclusion amongst our workforce, and eliminating unlawful discrimination. We aim to establish and maintain an environment free from bullying, harassment, victimisation, and unlawful discrimination. We encourage and promote dignity and respect for all, in an environment where individual differences and contributions are recognised and valued.

We expect everyone who works at The company to be treated and to treat others with dignity and respect. Job applicants, customers, suppliers, and other people with whom we come into contact should reasonably expect to be treated with dignity and respect and shall not be subjected to any unfair or unlawful discrimination.

Equality

The Company recognises that everyone has differing needs, and these needs can be met in different ways. We are committed to ensuring that all our processes, policies, practices, terms of employment are fair, flexible and equitable and facilitate equal treatment for all our employee's. Furthermore we are committed to ensuring that current and potential workers are offered the same opportunities to progress. We seek to ensure that no one suffers, either directly or indirectly, because of unlawful discrimination.

Diversity

The Company understands that everyone is unique, and recognises, respects, and embraces differences between individuals and groups. We further recognise the benefits of employing individuals from a range of backgrounds, as this creates a workforce where creativity and valuing difference in others thrives. We value the wealth of experience within the community in which we operate and aspire to have a workforce that reflects this.

Inclusion

The company views differences as a benefit and where differing views/perspectives/ideas are shared and recognised. An inclusive working environment is one where employees feel empowered to share and participate in decision making and where they feel valued for who they are and the contribution they make. We recognise that an effective EDI policy will help all employees to develop to their full potential, which is clearly in the best interests of both employees and our business.

Our legal responsibilities

The main legislation that covers equal opportunity and discrimination is the Equality Act 2010. Discrimination may be direct or indirect, and can take different forms, for example:

- treating any individual less favourably than others on grounds of a protected characteristic (sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, or gender reassignment) expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever
- imposing on an individual requirement that are in effect more onerous than they are on others. This would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular group to comply than others not of that group
- harassment i.e., unwanted conduct which has “the purpose, intentionally or unintentionally, of violating dignity, or which creates an intimidating, hostile, degrading, humiliating or offensive environment” for the individual victimisation – i.e., treating a person less favourably because he or she has committed a “protected act”. “Protected acts” include previous legal proceedings brought against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal or making complaints about the perpetrator or the employer or their alleged discriminatory practices.
- discrimination by association, i.e., someone is discriminated against because he/she associates with someone who possesses a protected characteristic
- discrimination by perception, i.e., discrimination on the grounds that the person is perceived as belonging to a particular group, e.g., sexual orientation, religion, or belief, irrespective of whether this is correct or not.
- any other act or omission of an act, which has the effect of disadvantaging one person against another, purely on the above grounds.

We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity in practice.

Equality, Diversity and Inclusion In Practice

Recruitment and selection

We aim, through written instruction, appropriate training, and supervision, to ensure that all those who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy.

Selection will be conducted on an objective basis and will focus on the applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude, and the potential of individuals to do their jobs.

Person specifications will be reviewed to ensure that criteria are not applied which are discriminatory, either directly or indirectly, and that they do not impose any condition or requirement which cannot be justified by the demands of the post. Questions asked of candidates will relate to information that will help assess their ability to do the job. All adverts will state: “The company is an equal opportunity employer and values diversity”. Reference to this policy will also be made on job and person descriptions.

Training and development

The company is committed to ensure that wherever possible all employees receive the widest possible range of development opportunities for advancement.

All employees will be encouraged to discuss their career prospects and training needs with their manager. Opportunities for promotion and training will be communicated and made available to everyone on a fair and equal basis.

The provision of training will be reviewed to ensure that provisions are made where necessary to enable part-time workers, shift or remote workers or those returning to work following a break to benefit from training.

All employees, irrespective of their job or seniority, will be given guidance and instruction, through our induction and other training, as to their responsibility and role in promoting equality, diversity and inclusion and not discriminating unfairly or harassing colleagues or job applicants, nor encouraging others to do so or tolerating such behaviour.

All staff should understand that they, as well as the company can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination in the course of their employment against any person who you come into contact within your place of work.

Terms and conditions of employment

We will ensure that all our policies including compensation, benefits and any other relevant issues associated with terms and conditions of employment, are formulated, and applied without regard to sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment or any protected characteristic unrelated to the performance of the job.

These will be reviewed regularly to ensure there is no discrimination. Length of service as a qualifying criterion for benefits will not exceed five years unless clearly justifiable.

Reasonable Adjustments

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person, these may include:

- Making adjustment to premises
- Re-allocating some or all of a disabled employee's duties
- Transferring a disabled employee to a role better suited to their disability
- Relocating a disabled employee to a more suitable office
- Giving a disabled employee time off work for medical treatment and rehabilitation
- Providing training or mentoring for a disabled employee
- Supplying or modifying equipment, instructions, and training manuals for disabled employees or
- Any other adjustment that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

Grievances, disputes, and disciplinary procedure

Employees who believe they have been discriminated against and have not been able to resolve this informally are advised to use our internal grievance procedure. An employee who brings a complaint of discrimination must not be less favourably treated.

Harassment or bullying will not be tolerated, and any individual who feels that he/she has been subjected to harassment or bullying should refer the matter to a Senior Manager. Equally, anyone who witnesses incidents of harassment or bullying should report this to his/her manager or an appropriate senior member of staff.

When dealing with general disciplinary matters, care is to be taken that employees or workers who have, are perceived to have, or are associated with someone who has, a protected characteristic is not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other employees or workers.

All complaints of bullying, harassment, victimisation, and unlawful discrimination will be taken seriously and fully investigated under our disciplinary procedure. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination or harassment, likewise, anyone found to have made a knowingly false allegation of discrimination or harassment, will be subject to the same level of sanction.

Retirement

We have no fixed retirement age and anyone who wishes to work beyond state pension age may choose to do so.

Positive action

If we ascertain that certain groups are under-represented within our business, we will endeavour to encourage applications from those groups.

The decision as to which applicant is offered a post (either recruitment or promotion) must be based entirely on the merit of the individual.

However, where two candidates are equally qualified and suitable in all other respects, we may decide to offer the post to a candidate who is from a group that is under-represented in our workforce at that level.

Responsibility for the implementation of this policy

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment, or victimisation on the grounds of their race, sex, pregnancy, or maternity, marital or civil partnership status, gender reassignment, disability, religion or belief, age or sexual orientation.

The co-operations of all employees is essential for the success of this Policy. Senior employees are expected to follow this policy and try to ensure that all employees, subcontractors, and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

The Company takes responsibility for achieving the objectives of this policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

