



<b>Policy:</b>	<b>Diversity, Equality &amp; Bullying</b>	<b>Reference:</b>	<b>DEBSES0017</b>
		<b>Review Date:</b>	<b>05/2022</b>

### **Purpose.**

This policy aims to outline SES Engineering (Newark) Ltd's commitment to ensuring equality of opportunity and equal treatment for staff and customers in terms of employment and access to services; and to provide guidance on anti-discriminatory practice. The policy is non-contractual.

### **Scope.**

The policy applies to employees directly employed by SES Engineering (Newark) Ltd, to workers employed via agencies, contractors in terms of employment and customers in terms of service provision. The policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act 2010.

- Age.
- Disability.
- Race.
- Sex.
- Religion or Cultural Beliefs.
- Gender Reassignment.
- Marital Status and Civil Partnership.
- Sexual Orientation.
- Pregnancy & Maternity.

This policy applies across the range of employment policies and practices in place, including those relating to discipline, grievance, harassment, and complaints.

### **Responsibilities.**

SES Engineering (Newark) Ltd values all its employees, contractors, and customers and expects them to be treated in a kind and respectful manner at all times without exception. All employees at all levels have a responsibility to treat others with kindness, dignity, and respect regardless of age, sex, race, disability, marital status, gender assignment, religion or cultural beliefs and sexual orientation. The directors are responsible for providing advice and guidance on equality and diversity issues, and to ensure the policy document is kept up to date.

### **Aims.**

One of SES Engineering (Newark) Ltd's core values is 'Ethical Behaviour'. SES Engineering (Newark) Ltd aims to:

- Promote equality of opportunity.
- Celebrate and Value Diversity.
- Eliminate Unlawful Direct and Indirect Discrimination.

SES Engineering (Newark) Ltd.'s practices will ensure employees, contractors and customers will not be discriminated against on any grounds including all the above stated protected characteristics. Our commitment to anti-discriminatory practice relates to all kinds of discrimination as set out below:

- **Direct Discrimination:** Where someone is treated less favourably than another because they have a protected characteristic.
- **Indirect Discrimination:** When a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate.
- **Associative Discrimination:** Direct discrimination against someone because they associate with another person who has a protected characteristic.
- **Perceptive Discrimination:** Direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
- **Harassment:** Unwanted conduct related to a protected characteristic which violates a person's dignity or creates intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic.



- **Third Party Harassment:** Potential liability for the harassment of employees by others such as clients or customers.
- **Victimisation:** When someone is treated badly because they have made or supported a complaint under the Equalities Act, or it is thought that they have done so.

### **Bullying.**

Bullying is a behaviour from a person or group that's unwanted and makes someone feel uncomfortable, including feeling:

- Frightened.
- Less respected or put down.
- Made fun of.
- Upset.

Examples of bullying in the workplace could include:

- Spreading a false rumour about someone.
- Putting someone down in meetings.
- Not allowing someone to go on a training courses but allowing everyone else to.
- Giving someone a heavier workload than everyone else.
- Excluding someone from team social events.

### **Employment Practices.**

SES Engineering (Newark) Ltd aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy. Selection, recruitment, training, promotion, and employment practices will be subject to regular review to ensure that they comply with the Diversity and Equalities Policy.

All training opportunities will be published widely to all appropriate employees and not in such a way to exclude particular groups. SES Engineering (Newark) Ltd regards discrimination, abuse, harassment, victimisation or bullying of staff, customers, or others in the course of work as disciplinary offences that could be regarded as gross misconduct.

### **SES Engineering (Newark) Ltd as a Service Provider.**

In developing its services, SES Engineering (Newark) Ltd will seek to ensure access to its customers, this will include, wherever practicable, making specific access arrangements for its customers with disabilities or learning difficulties, or any other protected characteristic which may apply, such as religion and belief. SES Engineering (Newark) Ltd will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.

### **Data Collection.**

SES Engineering (Newark) Ltd complies with the requirement of the Data Protection Act. Any data, either qualitative and or quantitative, required to monitor the requirements or the impact of the Equalities Act 2010, will be collected where it is reasonable, proportionate, and practical to do so. Any such requirements will be notified to SES Engineering (Newark) Ltd customers and will follow a common data format.

This policy will be reviewed on an on-going basis and amended in line with new developments in Equality and Diversity best practice.