

Newburn Power Rental Quality Manual	Policy POL 160006	Page 1 of 4
Section: <b>HR</b>	Subject Title: Equal Opportunities Statement and Policy	
Prepared by: M Henstock	Original Date: 1 <sup>st</sup> June 2013	
Issued by: C E Bright	Revision Date: 7 <sup>th</sup> February 2022	
Approved by: M Henstock	Annual Review Date: 7 <sup>th</sup> February 2023	

**Policy:**

Newburn Power Rental Limited recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society. We believe that diversity is a positive asset and values the contribution made by all members of society, all persons should have equal rights to recognition of their human dignity, and to have equal opportunity at work and to participate in society

**Purpose:**

Set out our responsibilities, and of those working for us, in observing and upholding our position on equal opportunities.

Provide information and guidance to those working for us on how to recognise and deal with equal opportunity issues. Including those related to age, gender, race, nationality, colour, marital status, disability, sexuality, and religion, responsibility for dependants or unrelated criminal convictions.

Newburn Power Rental Limited recognises that our policies and practice will have a direct impact on the individuals, communities and organisations that we work with. We try to tackle any discrimination as it arises and work in a way that will provide a positive example to those with whom we work.

The Equality Act 1<sup>st</sup> October 2010, harmonised all other anti-discrimination law and Newburn Power Rental Limited are committed to the principles of equality on the basis of fairness and valuing the contribution of all our employees and in valuing diversity, we are committed to go beyond the legal minimum regarding equality.



**GENERATOR & ELECTRICAL SOLUTIONS**

**Responsibility:**

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

Signed: .....C Bright..... Carole Bright  
**Director**

Date: .....7<sup>th</sup> February 2022.....

## **Key Elements:**

### WHO IS COVERED BY THE POLICY?

This policy applies to all areas of employment: recruitments and selection, terms and conditions, promotion, transfer, training, appraisal and selection for redundancy. The policy outlines what equality and opportunity means with Newburn Power Rental Limited, what we mean by discrimination and harassment, what sort of behaviours and attitudes we wish to promote, and also what procedures and actions you can take if you feel you have been discriminated against, victimised or harassed.

### COMMUNICATION

This policy is communicated to all applicants, new appointees during their induction and to all employees. Newburn Power Rental Limited believes that equality of opportunity is vital so that all new and existing employees have a fair and equal chance of developing their abilities and realising their exceptions to make full and effective use of their potential.

We also provide a copy on our website to communicate with all others in our commitment to withhold diversity and create an environment free from discrimination and harassment based on respect, and to enable employees to successfully balance home and work commitments.

### CONDUCT AND GENERAL STANDARDS OF BEHAVIOUR

All employees are expected to conduct themselves in a professional and considerate manner at all times. Newburn Power Rental Limited will not tolerate behaviour such as:

- Making threats
- Physical violence
- Shouting
- Swearing at others
- Persistent rudeness
- Isolating, ignoring or refusing to work with certain people
- Telling offensive jokes or name calling
- Displaying offensive material such as pornography or sexist/racist cartoons, or the distribution of such material via email/text message or any other format
- Any other forms of harassment or victimisation
- Discrimination in any form

Any behaviour as above is considered to be a disciplinary offence within Newburn Power Rental Limited and can lead to disciplinary action being taken. However, employees are encouraged wherever possible to resolve misunderstanding informally, depending upon the circumstances. Nevertheless, whether dealt with informally or formally, it is important for all employees who may have caused an offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive.

### COMPLAINTS OF DISCRIMINATION

Should an employee, potential employee, customer, supplier or any other third party believe they have experienced harassment, bullying or discrimination then they may either attempt to resolve the matter informally or invoke the formal compliant procedure under Newburn Power Rental Limited grievance procedure or complaints procedure to pursue the claim. All cases will be taken seriously, dealt with quickly and treated with the upmost confidence. Employees are advised to seek the advice of their Line Manager at the earliest opportunity or bring the matter to the attention of a Director.

Whilst we do not wish to deter individuals who wish to make genuine complaints, it should be notice that vindictive or vexatious complaints will be viewed seriously and will be dealt with under the disciplinary procedure. Equally unacceptable is the threat of making an unfounded complaint of discrimination or harassment.

**MONITORING AND REVIEW**

The board of directors will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

All workers are responsible for the success of this policy and should ensure they use it to disclose any suspected harassment, bullying or discrimination.

Workers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to your manager.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

**Related Documents:**

<b>Document name</b>	<b>Document code</b>
Equal Opportunities Form	HR 160020