



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

12F Lawson Street, Kilmarnock, Ayrshire, Scotland, KA1 3JP - Tele: 01563 522236 - Fax: 01563 521304 - Web: www.airdwalker.co.uk

Equality, Diversity and Inclusion Policy

Policy Statement of Intent

Aird Walker & Ralston Limited is committed to our Equality, Diversity and Inclusion Policy in accordance with the Equality Act 2010, to eliminate discrimination, bullying, harassment, victimisation and behavioural conduct prohibited under the Act. The policy promotes positive attitudes towards equality inclusivity and valuing diversity, aspire to provide an environment that is fair and treats everyone with dignity and does not treat anyone less favourably on the grounds of the protected characteristics age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Protected characteristics are detailed in Appendix 1, Prohibited characteristics are detailed in Appendix 2.

Our employees are instructed as to their duty of care to ensure their behavioural conduct conforms to the practical applications of this policy. No-one should discriminate, bully, harass or victimise any other individual. The necessity to communicate, share skills and knowledge with other so as to foster good relationships and between persons who share relevant protected characteristic and persons who do not share these.

All employees have equal training, development and promotional opportunities with in the business of which are based on any role specific requirements, on merit and ability.

Senior employees involved in the recruitment, promotion, management and training of other employees have particular responsibility to comply with this policy, to ensure they do not abuse their position of responsibility.

Awareness training and instruction will be provided as necessary to ensure that everyone understand this policy and have the knowledge, skills and understanding necessary to comply with this policy.

All cases of discrimination, harassment, bullying or victimisation in accordance with this policy will be taken very seriously by the Company, who will support employees that have been subjected to discrimination by members of the public or other organisations employees to ensure that the appropriate action is taken against the perpetrators. Any employee found guilty of unlawful discrimination in accordance with this policy will be subject to appropriate disciplinary action, including dismissal for gross misconduct and or criminal actions. **An employee is not protected from victimisation if they have maliciously made or supported untrue complaints and will themselves be subjected to the appropriate disciplinary action where necessary.**

The directors will deal with all concerns relating to this policy and will ensure all reported incidents are investigated to a conclusion in the most appropriate manner.

It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed

Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021 Review Date: 01-07-2022



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

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Equality, Diversity and Inclusion Code of Practice

With the introduction of an Equality, Diversity and Inclusion Policy we are demonstrating our commitment to make full use of the talents and resources of all our employees, and to provide a healthy environment that will encourage good and productive working relations within the organisation.

This code of practice describes how the policy is to be applied throughout the Company.

Main Objectives of the policy;

To ensure that there is no discrimination, bullying, harassment and victimisation on the basis of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability. All promotion shall be strictly on the basis of ability to do the job, irrespective of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability.

The organisations support of this policy;

Displaying the Equality, Diversity and Inclusion Policy on all notice boards.

Employees with a particular responsibility for recruitment, selection and promotion shall be supplied with a copy of the policy and provided with any training they may require to ensure that they have the skills and knowledge to comply with this policy, these employees will not abuse their position of responsibility.

Recruitment

It is against company policy and against the law to discriminate either directly or indirectly on the grounds of race, colour, religion, nationality, ethnic origin, sex, marital status, sexual orientation, age or disability at any stage of the recruitment process. Only the most suitable person for the job on grounds of experience and qualifications shall be selected. During the recruitment process, ensure that:

All jobs are open to all applicants except in the case of a job covered by a genuine occupational qualification. (All such cases must be referred to G.Christie)

No assumptions are made by recruiters about the suitability of any individual for a particular job.

No advance decision is made or preference stated regarding the outcome of the recruitment process.

For example deciding not to recruit a person from an ethnic minority group on the basis that it may upset the current workforce.

All applications are given equal consideration.

No discrimination is made in the terms, on which the job is offered, for example pay or holidays.

All applicants and existing staff are made aware of the Company's policy and practice on recruitment

Senior Employees are advised on the implementation of the Company's recruitment policy.

Recruitment publicity must positively encourage applications from all suitably qualified and experienced

people. It must be shown that the company offers opportunities at all levels to people of either sex, any colour or race, and should avoid any stereotyping of roles. This is achieved by ensuring that:

In all recruitment and publicity literature (internal and external): Job titles and job content are presented without bias of either gender or race. Jobs are described in such a way that no qualified person is deterred from applying. There is nothing in either words or illustrations to indicate any role stereotyping.

Vacancies are advertised in a wide variety of ways to ensure that all groups are informed.

Selection Process

It is vital that the selection process is carried out consistently for all jobs at all levels within the organisation and that it is seen to be fair and non-discriminatory.

Application forms

Where application forms are necessary only include questions necessary at the initial stages of selection.

Check that:

All questions on the application form are relevant and non-discriminatory

Application forms shall only include those questions which are essential at this stage

No discrimination is made on the basis of postal code or address



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Interviews

Interviews will be conducted by senior staff, all questions will be strictly relevant to the job. In no case will questions be asked or assumptions made about the person's personal and domestic circumstances or plans. When the requirements of the job will affect the candidate's personal life (E.g. unsociable hours or extensive travel) this should be discussed objectively and in an equal manner with all candidates.

Selection Criteria

Only those qualifications and skills that are important to the job are to be established as criteria for selection. Include qualifications, experiences and specific skills, but the Managing Director should be consulted as this is an area where there is a risk of unknowingly infringing discrimination legislation. For example using the ability to speak 'Good English' as selection criteria may discriminate against people who speak with a regional or foreign accent.

Educational and professional qualifications

In assessing educational qualifications it should not be assumed that qualifications gained overseas are of a lower standard than their UK equivalents.

Terms and Conditions

All employees doing equal jobs, regardless of race, colour, religion, ethnic origin, sex, marital status, sexual orientation, age or disability are to be treated equally with respect to pay and other conditions of their contracts of employment.

Responsibility of Senior Staff, Managers and Supervisors

The success of this policy depends on employees at all levels within the Company but senior staff, managers and supervisors must be aware what is expected of them by law and by the company, lead by example and provide training and support where necessary, they must not abuse their position of responsibility.

Appeals Procedure

Equality, Diversity and Inclusion in the workplace will be achieved by the implementation of the policies and practical application outlined in this code of practice. As a safeguard, a grievance procedure is available to individual employees who feel that they have received unfair treatment in any aspect of their employment including the recruitment and selection process, or any case of discrimination, bullying, harassment or victimisation under this policy.

An employee with a grievance under the Policy shall follow the grievance procedure outlined in the National Working Rules and have the right to approach the Managing Director for informal, confidential advice and discussion prior to invoking the procedure.



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Appendix 1: Equality Act 2010 Protected Characteristics

Age

The Act protects people of all ages. However, different treatment because of age is not unlawful direct or indirect discrimination if you can justify it, i.e. if you can demonstrate that it is a proportionate means of achieving a legitimate aim. Age is the only protected characteristic that allows employers to justify direct discrimination.

Disability

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Gender Reassignment

The Act provides protection for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. The Act no longer requires a person to be under medical supervision to be protected – so a woman who decides to live as a man but does not undergo any medical procedures would be covered. Where transsexual people are absent from work or study because they propose to undergo, are undergoing or have undergone gender reassignment, it is discrimination to treat them less favourably than they would be treated if they were absent because they were ill or injured.

Marriage and Civil Partnership

The Act protects employees who are married or in a civil partnership against discrimination. Single people are not protected.

Pregnancy and Maternity

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled.

Race

For the purposes of the Act 'race' includes colour, nationality and ethnic or national origins.

Religion or Belief

In the Equality Act, religion includes any religion. It also includes a lack of religion, in other words employees or jobseekers are protected if they do not follow a certain religion or have no religion at all. Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief. Discrimination because of religion or belief can occur even where both the discriminator and recipient are of the same religion or belief.

Sex

Both men and women are protected under the Act.

Sexual Orientation

The Act protects bisexual, gay, heterosexual and lesbian people.



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Appendix 2: Equality Act 2010 Prohibited Characteristics

Direct Discrimination

Section 13 of the Act defines direct discrimination to be where people are treated less favourably than others on grounds related to their identity as one of the protected groups (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation). The definition of direct discrimination extends protection based on association and perception.

Discrimination by Association

Applies to age, disability, gender reassignment, race, religion and belief, sex and sexual orientation. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Discrimination by Perception / Perception Discrimination

Applies to age, disability, gender reassignment, race, religion and belief, sex and sexual orientation. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

Applies to age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex and sexual orientation.

Section 19 of the Act defines indirect discrimination as occurring when a provision, criterion or practice is neutral on the face of it, but its impact particularly disadvantages people with a protected characteristic, unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim. Ultimately, if tested, it will be for a court of law or tribunal to determine what is justifiable.

Discrimination Arising from Disability

This can occur when a disabled person is treated unfavourably because of something connected to their impairment and the treatment cannot be justified.

Failure to make Reasonable Adjustments for Disabled People

The Equality Act 2010 places a duty upon employers to make reasonable adjustments for staff and service users in relation to: provisions, practices, physical features and auxiliary aids, these adjustments apply where a disabled person is placed at a substantial disadvantage in comparison to non-disabled people.

Bullying

Bullying is defined as offensive, abusive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power which undermines, humiliates, denigrates or injures the recipient. The behaviour is unwelcome and may be carried out as a deliberate act or unconsciously.

Harassment

Harassment is unwanted conduct which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

Section 27 of the Act defines victimisation as less favourable treatment of someone because they have made or might make a complaint about discrimination under one of the above Protected Group categories.

An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.



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