

## FAIRNESS, INCLUSION AND RESPECT

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ELIQUO HYDRK LTD is working to develop a culture of Fairness, Inclusion and Respect (FIR) within our workplaces. This includes promoting equality and diversity and combatting discrimination. It is ELIQUO HYDROK'S policy not to discriminate against our workers, applicants for employment, community, contractors or suppliers, on any basis, including:

- Gender or gender reassignment
- sexual orientation
- marital or civil partner status
- religion or belief,
- ethnic or national origin, nationality, race or colour
- disability or age,
- pregnancy
- trade union membership or
- employment status, i.e. a part-time worker or a fixed-term employee.

We shall, at all times, strive to work within legislative requirements as well as promoting best practice. Our long-term aim is that the composition of our workforce should reflect that of the community and that all workers should be offered equal opportunities to achieve their full potential. ELIQUO HYDROK understands the importance of addressing unconscious bias to enable a more inclusive workplace. Promoting FIR brings many business benefits, including the ability to attract, recruit, train and retain the skills and talent that we need to deliver our works.

The following paragraphs deal with the specific categories of workers, and areas of work, which we have identified as potentially giving rise to FIR issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

### 1. To whom does this policy apply?

- 1.1 The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees. It also includes individuals such as staff, consultants and volunteers who are not our employees, but who work with us.
- 1.2 All workers have a duty to act in accordance with this policy, and therefore to always treat colleagues with dignity and fairness, and not to discriminate against or harass other members of staff, whether junior or senior to them. ELIQUO HYDROK will not tolerate any discriminatory practices or behaviour.

### 2. Scope and purpose of this policy

- 2.1 This policy applies to the advertising of job, recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.
- 2.2 Wherever possible ELIQUO HYDROK will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities.

### 3. Forms of discrimination

- 3.1 Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in the introductory paragraph. For example, rejecting an applicant of one race because it is considered they would not 'fit in' on the grounds of their race, could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race.

### 4. Recruitment and selection

- 4.1 We aim to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in the introductory paragraph. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- 4.2 Where appropriate, use may be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups. Vacancy advertisements shall include an appropriate short statement on our equal opportunities policy and a copy of this policy shall be sent to those who enquire about vacancies.

### 5. Staff training and conditions of service

- 5.1 Staff training needs will be identified through regular staff appraisals.
- 5.2 Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them, and that there are no unlawful obstacles to accessing them.

### 6. Termination of employment

- 6.1 We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.
- 6.2 We will also ensure that disciplinary procedures are carried out fairly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

### 7. Disability discrimination

- 7.1 If you are disabled or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise us of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. We may wish to consult with you, our occupational health providers and with your medical adviser(s) about possible reasonable adjustments.

Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments, and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

## 8. Breaches of policy

8.1 If you believe that you may have been disadvantaged on any of the unlawful grounds listed in the introductory paragraph, you are encouraged to raise the matter through our grievance procedure or through our partner Safecall on 0800 9151571, or visit the website [www.safecall.co.uk/report](http://www.safecall.co.uk/report). Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure.

Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations or a breach of this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

8.2 If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, may result in summary dismissal.

8.3 As this policy applies equally to our workers' relations with visitors, clients, customers and suppliers, if after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

Signed:



Peter Wroe  
Managing Director



Robert Johns  
Operations Director