

Service Electrical (Bradford) Limited
EQUALITY AND DIVERSITY POLICY

(In compliance with the Equality Act, October 2010)

Service Electrical (Bradford) Ltd fully supports the principle of promoting dignity, equality and diversity in employment - recognising that it is in the best interest of the company to recruit and develop the best people from as wide and diverse a pool of talent as possible.

The company is committed to tackling discrimination in all forms, with regards to employees, customers and clients. Discrimination can be deemed as acting unfairly against a group or individual through exclusion, verbal comment, denigration, intimidation, a failure to appreciate needs or the assumption of such needs without consultation.

No job applicant or employee will receive less favourable treatment as a result of discrimination owing to any of the following protected characteristics; age (unless demonstrated as justified), disability (including mental illness), gender reassignment, race (including colour, nationality and ethnic or national groups), religion or belief, sex, or sexual orientation.

This includes direct discrimination, associative discrimination, discrimination by perception, indirect discrimination, harassment (including third party harassment) and victimisation.

Similarly, no job applicant or employee will receive less favourable treatment as a result of direct discrimination based on pregnancy and maternity, or marriage and civil partnership.

Every possible step will be taken to remove any barriers, bias, or discrimination that may prevent individuals or groups from realising their maximum potential (which includes making reasonable adjustments to overcome any disadvantage resulting from impairment).

Decisions concerning recruitment, training, access to facilities and benefits, conduct at work, discipline and grievance procedures, promotion opportunities and pay are strictly un-discriminatory, and are guaranteed to remain so throughout any contractual relationship and beyond.

Selection criteria and procedures are regularly reviewed to ensure that individuals are treated only on the basis of their relevant abilities and suitability for the job. This includes not asking health-related questions during the application process unless it is intrinsic to the job, used to monitor diversity amongst applicants, used to take

positive action to assist disabled people or so that reasonable adjustments can be made for the selection process.

Service Electrical (Bradford) Ltd promotes a culture that respects and values all differences by creating a fair working environment in which:

- All people are able to give their best
- All employees are given equal opportunity to progress
- All decisions are based entirely on merit and ability

Service Electrical (Bradford) Ltd is committed to making this policy effective by bringing it to the attention of all stakeholders, to better reflect the community it serves.

All employees have a legal and moral obligation not to discriminate and to co-operate with Service Electrical (Bradford) Ltd in the event of such behaviour, by reporting any incidents (or suspected incidents) of discrimination to a member of the Management Team.

There is an expectation upon all employees to act in accordance with this policy and adherence will be strictly monitored. Breaches of this policy will be regarded as misconduct and thus disciplinary action will take place as deemed necessary.