



## **EQUALITY & DIVERSITY POLICY**

### **Policy Statement**

Our commitment to equality is embraced within all of our policies and working practices. We celebrate equality and diversity in all its forms. Our aim is to eliminate discrimination and unlawful practices through the integration of equality principles in the areas of employment, service commissioning, service provision and delivery. This policy provides a framework within which all of our employees can work to ensure an integrated approach to equality.

### **Scope**

This policy applies to all employees, workers, agency workers, contractors and job applicants of all Aran Group companies including Aran Insulation Limited and Aran Energy Funding Limited (Aran).

### **What is discrimination?**

Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):

- age
- being or becoming a transsexual person (gender reassignment)
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

### **Recruitment and selection**

We aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job. For all jobs, we will draw up a clear and accurate job description and person specification to ensure that we remain focused on what the job involves and the skills, experience and qualifications which are relevant and necessary to do the job. Shortlisting for interview will be done by two employees using a marking system that is applied fairly and consistently to all applicants. When we hold interviews, we will try to ensure that more than one person conducts them to ensure that we avoid unintentional bias. We will not ask for personal or irrelevant information on application forms or in interviews. We will focus instead on whether someone has the relevant skills, qualities and experience to do the job.

### **Promotion, training and appraisals**

Promotion and training decisions will be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.

We will advertise promotion and transfer opportunities within the company. We will try to ensure that training and development opportunities are made known to all relevant employees. Training needs will be identified through regular appraisal discussions. We have a formal appraisal system which helps us to ensure that employees are being assessed fairly on the basis of job performance and are not being discriminated against. We will conduct appraisals objectively and measure performance in a transparent and objective way, without prejudice or bias.

### **Working conditions and terms of employment**

We will ensure that decisions made under our disciplinary, grievance, performance improvement and attendance management policies are carried out fairly and without discrimination.

### **Your rights and responsibilities**

You have the right not to experience unlawful discrimination in our workplace as we have a duty of care to you. You also have a responsibility to understand this policy and help us to implement it. All employees, workers, agency workers and contractors have a duty not to discriminate against each other and not to help anyone else do so.

### **Our relationships with visitors/customers/suppliers**

You must not discriminate against any of our visitors/customers/suppliers. Equally, we expect our visitors/customers/suppliers not to discriminate against you and we will take appropriate action against any visitor/customer/supplier found to have done so.

### **What to do if you have been discriminated against**

If you believe you may have been discriminated against, please tell us. You can speak informally with your manager. If you want to make a more formal complaint, you are encouraged to raise the matter through our Grievance procedure. Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

### **Equality and the Law**

The following legislation provides further relevant information and guidance:

- Employment Rights Act 1996
- Rehabilitation of Offenders Act 1974
- The Equality Act (Sexual Orientation) Regulations 2007
- Work and Families Act 2006
- The Equality Act 2010
- Protection from Harassment Act 1997
- Employment Act 2008
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Equality Act 2010
- Enterprise and Regulatory Reform Act 2013

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

#### **Review**

This policy will be reviewed every year.

Signed 

Date 1/7/2024

Mark Randall, Group Managing Director

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