Equality, Diversity & Inclusion Policy

Last Updated:	September 2017
Approval Date:	September 2017
Review Date:	September 2026

1. Policy statement

1.1 EAS Mechanical Limited is committed to providing a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination, harassment or victimisation.

1.2 EAS is committed to providing training for its staff in promoting equality of opportunity throughout the organisation.

1.3 EAS recognises that individuals have qualities that can help assist in EAS's mission statements and business improvement. Therefore, all individuals shall be given equality of opportunity within recruitment training and all other aspects of the business. In addition, EAS also recognises that learners also have different qualities and strengths and will seek to utilise these and help grow others. EAS recognises that within the local community exists a wide diverse cultural base and EAS shall seek to support the local community partnerships with referring and supporting individuals from all cultures.

2. Policy scope and definitions

2.1 All staff – whether full or part-time, contract, casual or voluntary – and all our learners, customers and clients are covered by this policy. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We are committed to a programme of action to make this policy fully effective. We welcome diversity amongst our learners, staff members and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

2.2 Protected characteristics as defined in the Equality Act (2010) are:

- age;
- disability;
- gender reassignment;

- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

2.2 Discrimination is the unjust or prejudicial treatment of different categories of people. Types of discrimination include:

- Direct discrimination - EAS will not treat someone less favourably, or tolerated a person being treated less favourably, than another person because of a protected characteristic.
- Discrimination by association - EAS will not discriminate against someone or tolerate a person being discriminated against because they are associated with another person who possesses a protected characteristic.
- Discrimination by perception - EAS will not discriminate against someone or tolerate a person being discriminated against because they think they possess a particular protected characteristic.
- Indirect discrimination - EAS will not issue rules or policies that apply to everyone but disadvantage a particular protected characteristic.

2.3 Harassment is:

- Unwanted conduct, whether verbal or not, which is of a sexual or racial nature or which refers to or is based upon a person's disability, or other conduct based on someone's race and/or gender and/or disability which affects the dignity of men or women at work;
- Bullying of colleagues, especially junior colleagues, by intimidating behaviour; or
- Unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her disability which could affect his/her dignity at work.

EAS will provide a working environment free from offensive behaviour even if it is not directed at you.

Examples of prohibited harassment are:-

- Verbal or written conduct containing derogatory jokes or comments, slurs or unwanted sexual advances;
- Visual conduct such as derogatory or sexually orientated posters;
- Photographs, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected characteristic; and
- Threats and demands submit to sexual requests.

2.4 Harassment by a third party - EAS will not accept harassment of their staff by people they don't employ.

2.5 Victimisation occurs when a member of staff treats another member of staff less favourably because that other person has:

- brought proceedings alleging that he or she has been discriminated against contrary to this Policy;
- indicated that they intend to make such a claim or claims; or
- assisted a colleague to make a claim.

EAS will not treat someone badly because they have made/supported a complaint or grievance under the Act.

2.6 Hate Crime
EAS do not tolerate sexist, racist, disablist, homophobic, bi-phobic or transphobic hate incidents. This also includes racial or religious hatred, encouraging racial hatred and any form of violence or encouraging violence.
If you are a victim or witness of hate crime, we encourage you to report the incident, wherever it occurred, to a person you trust, such as your tutor or direct to the managing director of EAS. There are many ways to report hate crime incidents by either phone, email or in person.

3. Employment Selection and Recruitment

3.1 EAS aims, through appropriate training and supervision, to ensure that all staff who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy.

3.2 Selection criteria (job description and person specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Selection will be conducted on an objective basis and will focus only on the applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs.

3.3 Reasons for the selection and rejection of applicants for vacancies are recorded.

4. Vacancy Advertising

4.1 Wherever possible, vacancies will be notified to job centres, careers offices and local media.

4.2 All advertisements will state 'EAS is an equal opportunities employer'.

5. Personnel Records

5.1 In order to ensure the effective operation of the Equality, Diversity & Inclusion policy (and for no other purpose) a record is kept of job applicants' gender, racial origins and disability (for those applicants who complete and return our monitoring form).

6. Terms and Conditions of Employment

6.1 We will ensure that all of our policies including compensation, benefits and any other relevant issues associated with terms and conditions of employment are formulated and applied without regard to race, religion or belief, nationality, ethnic origin, age, gender, sexual orientation, marital status, domestic circumstances, disability or any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination.

6.2 All members of staff must commit to attend training as required on Equality, Diversity & Inclusion.

7. Complaints

7.1 EAS promotes good working practice and it is hoped that any disagreement can be settled through discussion.

7.2 EAS will consider any complaint related to its training provision. A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action taken by EAS, its staff or contractors, affecting an individual customer or group of customers.

7.3 Participants, their managers or supervisors can complain about any part of the training process. This includes:

- Pre-course information and joining instructions;
- Course, tutorial or interview content;
- Course organisation;
- Trainers/delegates conduct and attitude;
- Experience of discrimination on the grounds of race, gender, sexual orientation, disability or age; or
- Post-course information/organisation.

7.4 In the event of a complaint, please follow the procedure identified in the Complaints Policy.

This policy has been approved & authorized by:

Name:	Eamon Wilson	**Position:**	Managing Director
Signature:		**Date signed:**	26 Sept 2025