

## Purpose

This policy sets out Insulation and Heating Installations (IHI) approach to equality and diversity. IHI is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

IHI aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to proactively tackling and eliminating discrimination.

## Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

## IHI Commitment

Every employee is entitled to a working environment that promotes dignity, equality, and respect for all. IHI will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality, and national origin)
- disability
- sexual orientation
- religion and or belief and
- age

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development, and progression opportunities in IHI.

Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. IHI will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by IHI 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 IHI Discipline Policy.

A person found to have breached this policy may be subject to disciplinary action.

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

### **When this this policy applies**

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g., at meetings, social events and social interactions with colleagues) or which may impact on IHI's reputation (e.g., the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to IHI).

We set out below some specific areas of application:

#### **a) Recruitment**

Selection for employment at IHI will be on the basis of aptitude and ability. Where possible, IHI will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

#### **b) Training**

Employees may be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

### c) Promotion

All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

### d) During employment

The benefits, terms and conditions of employment and facilities available to IHI employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

SIGNED:



Ian Beedham, Director

DATED: 2<sup>nd</sup> Jan 2025