



Aquatic Control Engineering

Social, Equality and Diversity Policy

Date Reviewed: 04/09/2023

Next Scheduled Review: 04/09/2024

Social, Equality and Diversity Policy

Statement

Aquatic Control Engineering Ltd is committed to a policy of diversity and equal opportunities in its employment practices and fully supports the right of all employees to work in an inclusive organisation, providing equal opportunities throughout employment including the recruitment, training and development of employees alongside pro-actively tackling and eliminating discrimination.

Aquatic Control Engineering are guided by our core company values in everything we do, and recognise that being a diverse and inclusive employer is key to our company. We believe that an environment where equality exists will lead to better performance from all of our employees who will feel that they can fulfil their own potential in an atmosphere free of discrimination.

The policy aims to ensure that there is no discrimination (either direct or indirect) against employees and all employees are entitled to a working environment that promotes dignity, equality and respect for all. ACE 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, marital status or civil partnership, pregnancy and maternity, sexual orientation, race, ethnic origin, religion, religious beliefs, age or disability.

The company will oppose and avoid all forms of unlawful discrimination and provide quality, fairness and respect for all in the companies' employment, whether temporary, part time or full time including:

- Pay and benefits
- Terms and conditions of employment
- Dealing with grievances and discipline
- Dismissal
- Redundancy
- Leave for parents, including maternity and paternity leave
- Flexible working requests
- Selection for employment, promotion, training or other L&D opportunities

Aquatic Control Engineering adheres by The Equality Act 2010 and the Modern Slavery Act 2015 and The International Labour Organisation (ILO) Conventions on Labour Standards.

Signed:



Stephen Randall
Managing Director

Social and Equality Policy and Application

The Social and Equality Policy applies to all Aquatic Control Engineering Limited employees notwithstanding position within the company.

The company will take seriously all complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow employees and including customers, suppliers, partners, visitors, the public and any others in the course of the company's work activities.

ACE identifies the importance to the needs of disabled people and therefore under this policy, the Managing Director is required to ensure reasonable adjustment is taken to maintain the services of an employee who becomes disabled.

All subcontractors and main suppliers are vetted on a regular basis to ensure the International Labour Organisation (ILO) Conventions on Labour Standards are adhered to throughout our supply chain and to ensure the requirements under The Equality Act 2010 and the Modern Slavery Act 2015 are met.

In line with Employment Law, ACE will check the passports or other means of identification of all new employees for their eligibility to work in the UK, using the Gov.Uk guidance checker. Immigrant workers will be asked for proof of the right to work in the United Kingdom. Where deemed required by ACE or our customers, security clearance will take place (i.e. CRB checks).

ACE will ensure all employees are aware of the legal and policy requirements through the HR onboarding process.

ACE will continue to carry out measures to meet the requirements laid out by law. This is endorsed by management and this policy is formulated, monitored and measured by the Managing Director. However, it is the joint responsibility of the managing director and all ACE employees to implement as a team as outlined in the responsibilities below.

Should any ACE employee wish to report any acts against the Social, Equality and Diversity Policy including any forms of intimidation, bullying and harassment, you should consider an informal discussion in the first instance with your line manager or another colleague in a relevant position within the company. You can be referred to the Whistleblowing Policy and Procedure for guidance. An independent advice line is also shown on the Whistleblowing Policy.

For any breaches of this policy, the company will follow the Disciplinary and Grievance Policy and Procedure. Any allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the correct procedure.

Social and Equality Policy Responsibilities

All Aquatic Control Engineering Limited employees are expected to observe each employees' fundamental rights to equal opportunity.

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (eg at meetings, social events and exhibitions, site works etc.)

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors and Managers who will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Directors will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

RESPONSIBILITIES OF EMPLOYEES

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

Equal opportunity means:

- Encouraging and promoting talented employees regardless of their sex, race or disability.
- Ensuring that all employees have the same access to available opportunities for training and career development.
- Ensuring that fair and consistent criteria based on skills and abilities relevant to the job are used for recruitment/selection, performance management, training/development and promotion.
- Questioning assumptions about particular groups of the workforce and not allowing yourself to be influenced by misinformed notions

Harassment and Victimisation

Aquatic Control Engineering Limited will not tolerate any form of victimisation. Sexual and racial harassment are both forms of unlawful discrimination. They are characterised by unwanted conduct of a sexual or racial nature, or abuse which is offensive to the recipient. Sexual harassment does not refer to behaviour which is mutually acceptable; it refers to behaviour which is personally offensive and which fails to respect the rights of others, and is such that it could interfere with an individual's performance and approach to work. This can include unwelcome physical or verbal communication/contact.

Victimisation (or bullying) involves intentional intimidation or belittling of an individual. The Aquatic Control Engineering Limited policy is to make every effort to provide a working environment free from sexual/racial discrimination, intimidation and bullying.

Aquatic Control Engineering Limited will not tolerate slavery or human trafficking by any of its employees, subcontractors and suppliers.

The following types of practises are examples of slavery and/or human trafficking and are prohibited:

- Exploitative practises
- Absence of remuneration
- Abuse of local employment laws
- Forced or compulsory labour
- Exploitation of migrant labour
- Detention of labourers
- Child Labour

Signed:



Stephen Randall
Managing Director