



## **Appendix H - Equality, Diversity and Inclusion Policy and Procedure**

### **Intention**

This policy is to assist the Company to ensure that fair treatment is given to all potential and current employees of EnerTech FM Ltd.

EnerTech FM Ltd 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. It is EnerTech FM Ltd.'s policy to treat job applicants and employees in the same way, regardless of their sex, sexual orientation, age, race, ethnic origin, colour, nationality, disability, religion or belief, gender reassignment, marital or civil partner status or pregnancy and maternity.

It is EnerTech FM Ltd.'s aim to be compliant with relevant equality legislation, the Equality Act 2010, Codes of Practice and relevant best practice guidance. This policy pursues and builds on the statutory position to ensure effective policies and practice of promoting equality.

### **Scope**

This Policy applies to and details the responsibilities all full-time, part-time and zero hours employees of EnerTech FM Ltd (including Salaried Members and Proprietary Partners) as well as any contractor, temporary employees or subcontractors working for or on behalf of EnerTech FM Ltd or any associated Company's in the United Kingdom. All further references to Employees shall apply to all these groups.

### **Policy**

This policy is aimed at encouraging, valuing and managing diversity. EnerTech FM Ltd is committed to protecting employees from discrimination and promoting diversity of the workforce responding to changing demographics and working patterns.

### **Procedure**

- EnerTech FM Ltd is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every Partner and employee have personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, must be addressed to the Operations Director, as must any requests for special training.
- EnerTech FM Ltd will not discriminate because of sex, sexual orientation, age, race, nationality, disability, religion or belief, gender reassignment, marital or civil partner status or pregnancy and maternity or any other grounds of discrimination not prohibited by legislation.
- The policy applies to the advertisement of jobs, recruitment, selection for employment and appointment to them, training, conditions of work, promotion, pay, or any other benefit or



aspect of employment will be on the basis of aptitude and ability. The policy also applies equally to the treatment of our customers / clients. Employees involved in recruitment in particular must request training if they have any doubt about the application of this policy.

- Employees must note that the imposition of a condition or requirement which has an adverse impact on someone because his or her sex, age, race, marital status, sexual orientation, religion or belief, disability, gender reassignment or pregnancy and maternity is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. In all such situations HR must be consulted.
- Employees who are disabled or become disabled in the course of their employment must inform their manager and may also wish to advise Enertech FM Ltd of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made.

There may however be circumstances where it will not be reasonable or reasonably practicable for Enertech FM Ltd to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

- Any employee may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or disability then the grievance may be raised directly with the Operations Director. Enertech FM Ltd is committed to ensuring that all employees feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.
- Any employee who has grounds to believe they may not be getting or have not been offered equal pay on the basis of sex in relation to their contractual terms and conditions of employment, may ask for key information from Enertech FM Ltd to establish if this is correct.

## **Discipline**

Any employee who harasses any other member of staff on the grounds of sex, sexual orientation, age, race, ethnic origin, nationality, disability, religion or belief, gender reassignment, marital or civil partner status or pregnancy and maternity will be subject to Enertech FM Ltd.'s disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct, and, as such, will result in summary dismissal in the absence of mitigating circumstances. Further details of this are covered in Enertech FM Ltd.'s Harassment Policy and Procedure for complaints.



## **Implementation**

This policy is discussed with Department / Office Heads by the Operations team where needed. If there are any issues, Department/Office Heads will be advised to comply with all elements of the procedure above.

## **Evaluation**

The policy is evaluated by reviewing the effectiveness of its implementation combined with the feedback received from Managers and employees of the Company.

## **Review**

This policy will be reviewed in line with all other Company policies at least every two years. If there is a business or legislative reason for it to be reviewed more frequently, then this will be conducted by the Office Administration Department.

A handwritten signature in black ink, appearing to read 'Neil Rich', is positioned above the printed name.

Neil Rich  
Director  
ENERTECH FM Limited  
20/1/23