

<b>Newburn Power Rental Quality Manual</b>	Policy POL 160005	<b>Page 1 of 3</b>
<b>Section:</b> HR	<b>Subject Title:</b> Equality and Diversity Statement and Policy	
<b>Prepared by:</b> C E Bright	<b>Original Date:</b> 1 <sup>st</sup> May 2017	
<b>Issued by:</b> C E Bright	<b>Revision Date:</b> 1 <sup>st</sup> July 2024	
<b>Approved by:</b> M Henstock	<b>Annual Review Date:</b> 1 <sup>st</sup> May 2026	

## Policy:

Equality of opportunity is a key and integral part of Newburn Power Rental Limited (NPR) values. Newburn wants to be a truly open, accessible and diverse organisation and is committed to the principle of equal opportunities of employment and training regardless of gender, race, sexual orientation, age, disability or religious belief, or other specific factors which result in discrimination.

To achieve this we need to ensure that our policies and practices enable access for everyone and do not place any unnecessary barriers to anyone becoming employed, involved or accessing our services. We apply policies that are fair, equitable and consistent to all employees and external contracts.

NPR will ensure that all prospective, current and past, employees are accorded equal opportunities in matters relating to enrolment, recruitment, selection, training, promotion and terms and conditions of employment for jobs of equal value.

## Purpose:

To ensure that the following good practice informs the actions of employees at all times.

- Ensure equality of opportunity and treatment for everyone in relation to all of our activities.
- Recognise the existence of discrimination and be committed to making changes in any area of NPR practice where there is evidence of failure to provide on appropriate and professional service. NPR are committed to addressing areas of failure in relation to issues of religion, racism, gender, sexism, ageism, disability, sexual orientation or other inequalities.

- NPR will work actively towards eliminating discrimination, harassment and bullying because of race, ethnicity, gender, religion, marital status, disability, sexual orientation, age or on any other grounds.
- NPR will investigate any alleged breach of our Equality and Diversity Policy in accordance with our procedures. Depending upon the outcome, guidance, advice, counselling and training may be offered to ensure compliance. In the event of a serious or repeated breach, our disciplinary procedures will be applied. A serious breach of Equality and Diversity Policy and procedures may constitute gross misconduct.
- Operate within a set of key elements

### **Responsibility:**

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations and that all those under our control comply with it.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understood this policy and are given adequate and regular training on it.

Signed:



Mark Henstock

Director

Date: .....1<sup>st</sup> May 2025.....

## **Key Elements:**

### DISCRIMINATION:

NPR is committed to eliminating any discrimination in relation to employees, recruitment and promotion, the purchase of goods and services and the sale of our goods and services.

### HARASSMENT

Ensure that all employees, prospective employees, visitors and customers can go about their business in an atmosphere free of intimidation or abuse.

### DIVERSITY

Recognising and reflecting the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

### MONITORING AND EVALUATION

We will gather information on:

- The age, ethnicity, gender and disability profile of employees.
- The number and nature of complaints or grievances of harassment and discrimination.

We will take any action necessary to improve in any aspect of our commitment to equality and diversity.

We will rise to the challenge of making NPR a place where equality and diversity of background and thinking are both welcomed and valued.

## **Related Documents:**

<b>Document name</b>	<b>Document code</b>
Modern Slavery	POL 160004
Equal Opportunities	POL 160006
Recruitment and Selection	POL 160017
Corporate Social Responsibility	POL 160034
Whistleblowing Policy	POL 160040
Ethics Policy	POL 160041
Sustainability Policy	POL 160045
Staff Employee Handbook	HR 160036