

Equality & Diversity Policy



VERSION	AUTHOR	CHANGES	APPROVER	EFFECTIVE DATE
6.0	Mark Shepstone, HR Business Partner	Consolidation of text for conciseness.	Neil Moss, Managing Director 	8 th April 2025

1.0 INTRODUCTION

- 1.1 Pickerings Hire Limited ("The Company") is committed to promoting equality, diversity, and inclusion in all aspects of its operations.
- 1.2 The Company strives to create a workplace where all employees, contractors, clients, and visitors feel respected, valued, and able to achieve their full potential, regardless of their background, identity, or characteristics.
- 1.3 All employees, regardless of race, nationality, ethnicity, gender, sexual orientation, gender identity, age, disability, religious belief, marital status, or any other protected characteristic, will have equal access to opportunities in recruitment, development, promotion, and all other aspects of their employment.
- 1.4 All individuals working for or on behalf of the Company will be treated with fairness, dignity, and respect and the Company will ensure there is no discrimination or bias in the workplace.
- 1.5 The Company will not tolerate any discriminatory behaviour, harassment or victimisation by any employee, regardless of their role or status, or by any third party.

2.0 SCOPE

- 2.1 This policy applies to all persons working for the Company or on its behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.
- 2.2 This policy does not form part of any employee's contract of employment and may be amended at any time.

3.0 PRINCIPLES

- 3.1 It is prohibited for any individual working for or on behalf of the Company to engage in any behaviour that directly or indirectly discriminates, harasses, or victimises another individual based on their race, ethnicity, gender, age, disability, religion, sexual orientation, or any other protected characteristic.
- 3.2 It is also prohibited for any individual working for or on behalf of the Company to engage in any behaviour that constitutes sexual harassment.
- 3.3 Any employee who engages in any activity that might lead to, or suggest, a breach of this policy, will face disciplinary action, which could result in their dismissal. Equally the Company may terminate its relationship with other individuals and organisations working on its behalf if they breach this policy.

- 3.4 The Company will also not tolerate any discrimination or harassment of its employees by a third party, such as one of its customers, clients or suppliers. Any instances will be investigated, and the Company will take appropriate action, including terminating its relationship with the third party concerned.
- 3.5 Training on this policy forms part of the induction process for all individuals who work for the Company or on its behalf.
- 3.6 The Company will ensure any legislative changes or Government-led campaigns relating to equality and diversity are communicated to all employees and embedded into its policies as appropriate.

4.0 DEFINITIONS

4.1 Direct Discrimination

This occurs when an individual is treated less favourably than another because of their protected characteristic. This also includes circumstances where an individual is treated less favourably due to their association with another individual who has a protected characteristic.

4.2 Indirect Discrimination

This occurs where a job requirement, provision, criterion or practice has the effect of putting an individual with a protected characteristic at an unfair disadvantage and the requirement, provision, criterion or practice cannot be justified.

4.3 Harassment

Harassment is unwanted behaviour relating to a protected characteristic that has the effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment may be open or covert, direct or indirect, an isolated incident or a series of repeated actions. It may also include, in certain circumstances, off-duty conduct.

The following are examples of harassment, but is not an exhaustive list:

- abusive or insensitive language, or pranks
- name calling or comments about an individual's physical appearance
- the display or circulation of offensive written or visual material, or graffiti
- physical threats, assault, or insulting behaviour
- open hostility towards workers of a particular group, including organised hostility in the workplace
- exclusion from normal workplace conversation or social events i.e. being "frozen-out"
- inappropriate assumptions about the capabilities of an individual.

4.4 Sexual Harassment

Sexual harassment is defined as any unwanted and unwelcome behavior of a sexual nature that creates a hostile, intimidating, or offensive work environment. This can include but is not limited to:

- Making sexually explicit comments, jokes, or innuendos
- Unwelcome sexual advances or propositions
- Comments about someone's appearance, body, or personal life of a sexual nature
- Inappropriate gestures, facial expressions, or body language
- Displaying sexually suggestive or explicit materials, including images, emails, or text messages
- Unwanted physical contact, including touching, hugging, or kissing
- Imposing any sexual favour or request for a favour as a condition of employment, promotion, or continued employment

4.5 Victimisation

Victimisation occurs when an individual is treated unfairly because:

- they have brought proceedings in good faith that they have been allegedly unlawfully discriminated against; or
- have indicated they intend to make such a claim; or
- they have assisted a colleague to make such a claim

5.0 DISABLED INDIVIDUALS

5.1 Applicants and employees who have a disability have additional rights to protect them from discrimination.

5.2 The Company will make reasonable adjustments to job roles, premises and arrangements to avoid disabled persons suffering a disadvantage compared to others.

6.0 MONITORING

6.1 Regular monitoring of the Company's workforce will be carried out to identify potential inequalities within the employee life cycle and consideration will be given to taking appropriate action to address these.

7.0 COMPLAINTS

- 7.1 Any employee who believes they are being harassed, victimised or discriminated, should raise a complaint in accordance with the Company's Grievance Procedure.
- 7.2 Every complaint will be investigated as quickly as is practicable and dealt with sensitively and without bias.
- 7.3 The Company will seek to accommodate any request to hide a complainant's name as far as is practicable, but this may limit the Company's ability to investigate the complaint with the alleged perpetrator and limit any action against them.
- 7.4 If complaints are substantiated, robust corrective action will be taken. If the perpetrator is an employee, their behaviour will be addressed through the Company's disciplinary procedure and action will be taken against them up to and including dismissal.
- 7.5 Every effort will be made to ensure that individuals who make a complaint in good faith do not suffer any detriment or are victimised because of making such a complaint. However, a complaint which is made maliciously or otherwise in bad faith may render the complainant liable to disciplinary action.