



## Diversity, Equality and Inclusion Policy

J D Wind Ltd is committed to develop a fully inclusive working structure which recruits and retains talented staff and students from all sectors of society equally.

The Policy sets out the requirements of the duties placed on J D Wind Ltd by equality and diversity legislation. We believe that every individual in our company should be treated with dignity and respect and be part of a working and learning environment that is free from barriers, regardless of age, disability, gender reassignment, race, religion or belief, sex (gender), sexual orientation, marriage or civil partnership and pregnancy or maternity status.

### Legislation – The Equality Act 2010

Underpinning the Policy is The Equality Act 2010 which came into force on 1 October 2010 and the public sector Equality Duty from 5 April 2011. The Equality Act consolidated and brought together previous anti-discrimination law into one piece of legislation. The Equality Act established 9 'protected characteristics', on the grounds of which it is unlawful to discriminate against a person.

The policy's purpose is to:

- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

The organisation commits to:

- Encourage equality and diversity in the workplace as they are good practice and make business sense.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.



- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any sporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.


The equality policy is fully supported by senior management.

Details of J D Wind Ltd grievance and disciplinary policies and procedures are included within the J D Wind Ltd Contracts. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the J D Wind Ltd grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.



The statement has been signed by our Managing Director and published on our website [www.jdwind.co.uk](http://www.jdwind.co.uk) with a clear link on the homepage.

Signed:..........Date: 25 / 07 / 2023  
Edward Jones Managing Director for J D Wind