


HRP21 Kirby Diversity and Inclusion Policy

Adopted:	13 th September 2021
Contact Officer:	Fergus Barry
Last Amended/Reviewed:	First Version of Policy
Version/Reviewed by:	Rev 0. 23.08.2024 by Fergus Barry
Next Formal Policy Review:	2 Yearly
Formal Review of Policy by:	Fergus Barry
Policy Links:	<p>This policy links to all policies, procedures and strategy documents adopted by Kirby Group Engineering.</p> <p>Specific reference is made to the following documents:</p> <ul style="list-style-type: none">• Staffing Policies• Disciplinary and Grievance Procedures• Dignity at Work Policy• Anti-bullying and harassment policy• Procurement policies
Policy signed into effect by:	

Brief Policy Summary:

This policy sets out how Kirby Group Engineering will achieve its aims to promote diversity & inclusion as an employer and supplier of services.

It outlines how Diversity & Inclusion will underpin all areas of the organisation's work and service provision, including the communities in which we operate.

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1. Purpose

1.1. Policy Statement

Kirby Group Engineering recognises that its customers, suppliers and staff come from diverse backgrounds, with varying experiences and needs. We are committed to ensuring diversity & inclusion is embedded into our day-to-day working practices. Kirby Group Engineering actively promotes fairness, respect, equality, diversity inclusion and engagement. Our core value is people.

- 1.2. Through our policies and in our day to day work and fulfilment of our legal responsibilities, Kirby Group Engineering is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of Gender, Civil status, Family status, Sexual orientation, Religion, Age, Disability, Race (includes race, colour, nationality or ethnic or national origins or Membership of the travelling community and the relevant extra headings in our different jurisdictions of operation).

2. Objectives

- 2.1. In order to effectively implement its commitment to be an equal and diverse organisation, Kirby Group Engineering has identified the following objectives:

- Provide the organisation's leaders with the skills and knowledge to fully embed fairness, respect, equality, diversity, inclusion and engagement into the organisation's culture, strategy and processes
- Provide diversity & inclusion training to all staff and Board members, which will include content on their responsibilities, relevant legislation and this policy
- Ensure that no supplier or potential supplier receives less favourable treatment than any other.
- Ensure opportunities are accessible to all, introducing reasonable accommodations in our business context to facilitate this where possible and appropriate.

- Gather data to enable the monitoring of staff and supplier satisfaction to identify and address any negative trends
- Create an environment where people are treated fairly and with dignity and respect
- Enforce a zero tolerance approach in relation to discrimination, bullying, harassment and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions.
- Ensure fair treatment for job applicants, which is free from bias
- Provide opportunity in line with our business needs for our existing and potential workforce through effective talent management
- Provide a safe, supportive and welcoming environment where everyone can contribute to their fullest potential
- Challenge discrimination and promote diversity.
- Provide training to staff on Kirby Group Engineering's approach to diversity & inclusion, its commitment to zero tolerance in relation to discrimination, bullying, harassment and inappropriate behaviour and the contents of this policy.
- Act as role models to partner organisations and other external stakeholders.
- Undertake Equality Impact Assessments on all policies, processes and procedures in order to ensure that no direct or indirect discrimination exists within these. – Annual report to the board of directors - GV
- Achieve (maintain post award) silver level accreditation with the Centre for Diversity by Q4 2021 – GV

3. Scope

- 3.1. This policy applies to the organisation, its Board members, employees, partners and to any external stakeholders which are supported by or engage with the organisation.
- 3.2. Diversity & inclusion imposes rights and responsibilities on every member of staff. All employees and the Board of Directors will be informed that a Diversity & inclusion policy is in operation and that they are bound to comply with its requirements. The policy will also be drawn to the attention of external stakeholders, job applicants and suppliers.
- 3.3. The policy ensures that our statutory equality duties outlined in the Employment Equality Acts 1998–2015 and the Equal Status Acts 2000 are met.
- 3.4. Kirby Group Engineering uses the procurement process to ensure that its partners and external stakeholders operate their businesses with similar equality objectives and delivers its services with the same ethos.
- 3.5. It is the responsibility of the Group Managing Director to implement, monitor and evaluate the diversity & inclusion policy in terms of employment practices

(selection, recruitment and retention) and service delivery. The Group Managing Director is also under a duty to ensure that the Board of Directors is regularly kept updated in terms of the policy's implementation. Additionally, the implications for the Board arising from the decisions it makes and the policies it introduces must be made clear to the Board.

- 3.6. The Policy Statement (at paragraph 1.1) will be communicated to all staff, visitors, customers and other stakeholders using a variety of methods such as the staff intranet, the website, displayed in offices and where appropriate included in publications.
- 3.7. Annual work plans are in place, which specifically address the diversity & inclusion aspects of all areas of work for staff and the Board of Directors; these support the delivery of the objectives contained within this policy.
- 3.8. Our staff will receive appropriate training to ensure they understand their responsibility not to discriminate and to treat everyone with respect and dignity. Staff are expected to be aware of personal prejudices, unconscious bias and stereotypes.
- 3.9. All staff will be made aware of and follow the requirements in the Anti-Bullying and Harassment Policy
- 3.10. Existing processes will be used to review and investigate any complaints in relation to discrimination, harassment or bullying as follows:
 - Staff – Anti-Harassment and Bullying policy and Disciplinary and Grievance procedures
- 3.11. It is expected that when staff or Board Members represent Kirby Group Engineering at any time, including through attendance at committees, meetings with external stakeholders and contact with customers, they will ensure that the diversity & inclusion principles and practices outlined in this policy are adhered to.
- 3.12. When representing Kirby Group Engineering on the committees of other agencies, each staff member or Board Member will endeavour to ensure that diversity & inclusion principles and practices are adopted by those agencies.
- 3.13. We will use an Equality Impact Assessments framework to regularly review our policies, to minimise the possibility of directly or indirectly discriminating against any group or individual as a result of our working methodologies.

4. Selection, Recruitment and Retention

- 4.1. Kirby Group Engineering aims to promote diversity & inclusion as an employer. It also aims to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by unnecessary conditions or

requirements that cannot be reasonably shown to be justifiable within the context of the policy.

- 4.2. Selection, recruitment, training, promotion and employment practices generally will be subject to regular review to ensure they comply with this policy.
- 4.3. Employees involved in the selection and recruitment process, and in the management of staff, will receive appropriate training to ensure they avoid stereotypical assumptions, and avoid discriminatory practices in the way in which they shortlist, recruit or manage employees. This will include unconscious bias training.
- 4.4. We regard discrimination, harassment, abuse, victimisation or bullying of staff, customers or of others in the course of work as disciplinary offences that could be regarded as gross misconduct. False and/or malicious claims of discrimination, harassment, abuse, victimisation or bullying are disciplinary offences that could be regarded as gross misconduct.
- 4.5. Kirby Group Engineering has considered the working practices it has in place to address inequality, and discrimination and how it promotes fairness for all. Examples of these against each of the protected characteristics are given below but is not a definitive list of all that Kirby does:
 - 4.5.1. We recognise that employees have different needs at different stages during their career, both men and women, for example to balance work and caring responsibilities.
 - 4.5.2. Our terms and conditions of employment allow for paternity and partner leave and standard maternity leave, in accordance with current legislation. Allowance is also made for compassionate and dependant's leave to deal with domestic emergencies as outlined in our handbook.
 - 4.5.3. We recognise that organisations are obliged, under the Employment Equality Acts 1998–2015 to make reasonable accommodations to support disabled people and enable them to do their job without unnecessary difficulty.
 - 4.5.4. We are committed to ensuring employees do not experience discrimination (or less favourable opportunities/treatment) based on their race, religion or belief.
 - 4.5.5. We will not discriminate on grounds of age in recruitment, promotion, training, or the availability of benefits.
 - 4.5.6.

- 4.5.7. We will not discriminate on the grounds of gender, where an individual is in the process of gender reassignment or where an individual has completed this reassignment.
- 4.5.8. Kirby Group Engineering will not discriminate on the grounds of marriage or civil partnership.
- 4.5.9. We will not discriminate on the grounds of an individual's sex or on the grounds of the sexual orientation provide staff or candidate, with the same opportunity to achieve their goals.
- 4.6. As part of its talent management strategy, Kirby Group Engineering will operate an annual performance review system. Training or education development to enhance potential within the existing job, arising out of needs identified through appraisal or from other circumstances, will, where appropriate or possible, be provided in line with our Structured Talent Development process and business needs. We may, in certain circumstances, allow for paid or unpaid leave for training or educational purposes.
- 4.7. Kirby Group Engineering's retention, reward and progression processes are fair and take account of the social, domestic, cultural and physical obstacles to people progressing. We seek to identify where these exist for individuals and take actions to limit these where necessary.
- 4.8. We undertake review of pay and continually work towards eliminating any unfair pay gaps where these are identified.
- 4.9. Training opportunities will be made available through our online learning system and the Kirby Academy, and not in such a way as to exclude or disproportionately reduce the numbers of applicants from a particular group. In all training opportunities we will pay due regard to the need to eliminate discrimination on the grounds set out in this policy.
- 5. Service Delivery**
 - 5.1. We will use a variety of methods to regularly consult with our customers. We will gather their views on existing and planned service delivery.
 - 5.2. We will make public our commitment to combating discriminatory attitudes.
- 6. Procurement**
 - 6.1. Kirby Group Engineering is committed to working with a wide range of suppliers and contractors, from local businesses through to large multi-nationals across a wide range of different types of contracts and purchases.

- 6.2. Diversity & inclusion will be considered during the procurement process and on the award of contracts there will be an expectation that contractors comply with the relevant legislation and principles of this policy.
- 6.3. Each contractor that engages in the Kirby Group Engineering's procurement process will be required to provide evidence of commitment to fostering diversity and inclusion for the works and services they are submitting a bid to carry out. The application process will require the contractor to provide evidence of a formal diversity & inclusion policy.
- 6.4. The extent will be dependent on the nature of the work and size of the contractor, but examples of compliance requirements may include contractors being required to;

7. Monitoring and Evaluation

- 7.1. Kirby Group Engineering will systematically evaluate its services and the effectiveness of its diversity & inclusion policy by a variety of means including CSR KPI's
- 7.2. Information gathered through the complaints, grievances, disciplinary or other appropriate processes will be analysed to identify any particular trends. Where any negative diversity and inclusion trends are identified, these will be investigated fully and recommendations made to the Board.
- 7.3. We will report annually to the Board on the outcomes of monitoring and evaluation activities, including any trends in relation to diversity and inclusion.

8. Review Cycle

- 8.1. Responsibility for review of this policy sits with Group Head of Human Resources, Kirby Group Engineering.
- 8.2. A formal review will be completed 2-yearly.
- 8.3. Additionally, an interim review would be conducted in the following circumstances:
 - A change is made to relevant legislation in the relevant jurisdiction.
 - An investigation into a negative trend indicates a review of this policy is appropriate