

Conduct & Behaviour Policy 2024

Standards of Behaviour expected.

All members of three Groarke Electrical team and any sub-contractors working on behalf of Groarke Electrical Ltd, are expected to: be responsible for their own actions and behave impeccably for all of our clients. Support for this will be given where needed.

- show self-discipline and support others.
- have good manners and be polite.
- show understanding and respect towards each other and others' property.
- display positive attitudes to work which emphasises high standards.

Groarke Electrical Ltd reserves the right to suspend without pay, any member of the Groarke Electrical Ltd team or subcontractor that does not adhere to this policy. Any complaints made against any Groarke Electrical team member or subcontractor will be investigated after suspension and dealt with legally and appropriately. This may lead to disciplinary action and dismissal.

Anti-bullying Policy

Groarke Electrical Services Ltd, do not tolerate bullying of any kind and it is expected that everyone will support us in encouraging respect. Any incident of apparent bullying is investigated. After investigation, a course of action will be carried out depending on the verdict .

- If a member of staff or subcontractor is deemed unsuitable to be around others in this environment, suspension and disciplinary action will be taken. This may lead to a dismissal.

This policy was correct upon publication on 1st April 2024. Any superseding updates will always be published

Equal opportunities policy

Groarke Electrical Services Ltd is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee and subcontractor to feel respected and able to give their best.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time or subcontractors.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- * age
- * disability
- * gender reassignment
- * marriage and civil partnership
- * pregnancy and maternity
- * race (including colour, nationality, and ethnic or national origin)
- * religion or belief
- * sex
- * sexual orientation

3. 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
- * selection for employment, promotion, training or other development opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. 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, diversity and inclusion policy. Responsibilities include staff & subcontractors conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff and subcontractors 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, subcontractors, customers, suppliers and the public.

3. 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 or disciplinary procedures, and 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.

4. 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.

5. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. 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.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

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

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives [insert details as appropriate].

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found at www.Groarkeelectricalservices.co.uk. This includes with whom an employee or subcontractor should raise a grievance with.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's or subcontractors right to make a claim to an employment tribunal within 3 months of the alleged discrimination.