

J J E ELECTRICAL CONTRACTORS LTD

PART OF THE J J E GROUP

EQUALITY, DIVERSITY & INCLUSION POLICY

Document Control

Company	J J E Electrical Contractors Ltd
Group	Part of the J J E Group
Company Registration Number	16182299
Business Address	78 Review Road, Neasden, NW2 7BD, United Kingdom
Website	jjelectricalcontractorsltd.com
Telephone	0207 247 2475
Email	info@jjelectricalcontractorsltd.com
Directors	Mr Sean Michael Kerrigan & Mr John Joseph Kerrigan
Scope	All employees, workers, applicants, subcontractors, suppliers and relevant business partners
Effective Date	27 August 2026
Version	1.0
Review	At least annually and following significant legal or organisational changes
Next Review	August 2027

1. Policy Statement

J J E Electrical Contractors Ltd, part of the J J E Group, is committed to providing a fair, inclusive, respectful and professional working environment in which everyone is treated with dignity and given equal opportunity.

We have zero tolerance for unlawful discrimination, harassment, victimisation, bullying or unfair treatment. We value the contribution of people with different backgrounds, experiences, skills and perspectives and recognise that an inclusive workplace supports employee wellbeing, high standards of workmanship, innovation, client relationships and business performance.

This policy is intended to support compliance with the Equality Act 2010 and other applicable UK employment requirements. The Equality Act 2010 protects people from discrimination in employment and recognises nine protected characteristics.

2. Purpose

The purposes of this policy are to:

- promote equality of opportunity and fair treatment;
- prevent unlawful discrimination, harassment and victimisation;
- create an inclusive workplace where people are treated with dignity and respect;
- provide a clear framework for recruitment, employment, development and progression;
- support reasonable adjustments for disabled people;
- encourage employees to report concerns without fear of retaliation;
- ensure concerns are investigated fairly and appropriately; and
- continually improve equality, diversity and inclusion across our business.

3. Scope

This policy applies to directors, employees, apprentices, agency workers, temporary workers, labour-only workers, subcontractors, consultants, job applicants and other people working for or on behalf of J J E Electrical Contractors Ltd.

It applies to recruitment, selection, pay, benefits, working conditions, training, promotion, performance management, discipline, grievances, redundancy, dismissal, allocation of work, site activities, client interactions, social events, communications and other work-related activities.

Where relevant, the company will also expect suppliers, subcontractors and business partners to uphold equivalent standards.

4. Protected Characteristics

The Equality Act 2010 protects people from unlawful discrimination because of nine protected characteristics:

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

The company will not unlawfully discriminate because of any protected characteristic. The legal protections can also apply where someone is associated with a person who has a protected characteristic or where a person raises or supports a discrimination complaint.

5. Types of Unlawful Discrimination

The company recognises that unlawful discrimination can take different forms, including direct discrimination, indirect discrimination, discrimination arising from disability, failure to make reasonable adjustments, harassment and victimisation.

Policies and practices that appear neutral can sometimes disadvantage people sharing a protected characteristic. The company will therefore consider whether workplace practices are fair in their actual impact and whether a legitimate, proportionate and lawful approach is required.

6. Equality of Opportunity

Employment decisions will be based on legitimate and relevant factors such as skills, competence, qualifications, experience, performance, conduct, business requirements and the requirements of the role.

The company will seek to ensure that individuals have fair access to:

- employment opportunities;
- training and development;
- promotion and progression;
- overtime and additional work;
- performance opportunities;

- recognition and reward; and
- other workplace benefits.

We will not tolerate favouritism or discriminatory decision-making.

7. Recruitment and Selection

Recruitment will be undertaken fairly and consistently. Job descriptions and selection criteria will focus on genuine role requirements.

Recruitment decisions will not unlawfully discriminate against candidates because of a protected characteristic. The company will avoid inappropriate questions concerning protected characteristics and will make appropriate arrangements for candidates who require reasonable adjustments to participate in recruitment. GOV.UK guidance confirms that employers must not discriminate during recruitment and places limits on when health or disability questions may be asked.

Where agencies are used, the company will expect them to follow equivalent equality and non-discrimination standards.

8. Positive Action and Fair Representation

J J E Electrical Contractors Ltd may use lawful positive action where permitted by the Equality Act 2010 to address disadvantage, particular needs or under-representation associated with a protected characteristic.

Any positive action will be considered carefully, on a lawful and proportionate basis, and will not be used to appoint someone who does not meet the required suitability for a role.

9. Pay, Benefits and Working Conditions

The company will seek to ensure that pay, benefits, working conditions, overtime, leave and other employment terms are managed fairly and without unlawful discrimination.

Where differences in treatment exist, they must be based on legitimate and lawful factors such as role requirements, competence, performance, length of service where relevant, contractual arrangements or other objective considerations.

10. Disability and Reasonable Adjustments

J J E Electrical Contractors Ltd is committed to removing or reducing workplace barriers faced by disabled employees and applicants.

Where required, the company will consider reasonable adjustments on an individual basis. Adjustments may include changes to working arrangements, equipment, access, communication methods, duties, working hours or recruitment arrangements where reasonable and appropriate.

The company will discuss adjustments with the individual, consider relevant professional advice where appropriate, maintain confidentiality and review whether arrangements remain effective. Employers have a legal duty to make reasonable adjustments to avoid disabled workers being placed at a substantial disadvantage.

11. Pregnancy and Maternity

The company will not unlawfully discriminate against employees or applicants because of pregnancy, pregnancy-related circumstances or maternity.

Work allocation, risk assessments, working arrangements and adjustments will be considered appropriately, particularly where electrical, construction, site or other occupational risks may be relevant.

The company will support employees in accordance with applicable maternity and employment rights.

12. Religion or Belief

The company respects lawful religious and philosophical beliefs and will seek to accommodate reasonable requirements where practicable.

Requests concerning working arrangements, religious observance, clothing, dietary requirements or other matters will be considered fairly, taking account of health and safety, operational requirements, client requirements and the rights of others.

13. Race, Culture and Nationality

J J E Electrical Contractors Ltd values a workforce with different cultural, ethnic and national backgrounds.

Racist language, stereotyping, exclusion, racial harassment or discriminatory treatment will not be tolerated. Communication difficulties will be addressed constructively, including by using clear workplace instructions and appropriate support where necessary.

14. Sex, Sexual Orientation and Gender Reassignment

The company will not tolerate unlawful discrimination, harassment or victimisation because of sex, sexual orientation or gender reassignment.

Employees are expected to maintain professional conduct and respect colleagues' dignity. Personal information concerning an individual's gender history or other sensitive information will be handled confidentially and only shared where there is a legitimate reason and appropriate authority.

15. Age and Intergenerational Inclusion

The company values employees of different ages and levels of experience.

Age will not be used as an unjustified basis for recruitment, training, allocation of work, promotion, performance management or other employment decisions. Skills, competence and genuine role requirements will be the focus of decisions.

16. Marriage and Civil Partnership

The company will not unlawfully discriminate because a person is married or in a civil partnership. Employment decisions will be based on legitimate business and role-related criteria rather than marital or civil partnership status.

17. Bullying, Harassment and Sexual Harassment

J J E Electrical Contractors Ltd is committed to maintaining a workplace free from bullying, harassment and sexual harassment.

Unacceptable behaviour may include offensive comments, jokes, unwanted sexual conduct, intimidation, threats, humiliation, exclusion, derogatory language, unwanted physical contact, inappropriate messages or images, repeated unreasonable behaviour or conduct that creates a hostile or degrading environment.

This standard applies in workplaces, vehicles, construction sites, offices, client premises, work-related travel, social events and electronic communications.

Concerns will be taken seriously and handled under appropriate company procedures.

18. Victimisation and Protection from Retaliation

The company will not tolerate victimisation of anyone who raises a genuine discrimination concern, supports another person's complaint, participates in an investigation or otherwise exercises a legal right.

Retaliatory conduct may result in disciplinary or contractual action.

19. Dignity and Respect at Work

Everyone working for or with J J E Electrical Contractors Ltd is expected to:

- communicate professionally;
- treat others with dignity and respect;
- avoid discriminatory language and behaviour;
- respect individual differences;
- cooperate with colleagues and contractors;
- challenge inappropriate conduct appropriately; and
- report serious or repeated concerns.

The standard applies equally to directors, managers, employees, subcontractors and other persons working on our behalf.

20. Flexible Working and Family Responsibilities

Where applicable, the company will consider flexible working requests and family-related needs fairly and in accordance with applicable employment law and business requirements.

Requests will be considered individually and without unlawful discrimination. Operational, safety, client and project requirements will be taken into account.

21. Training and Awareness

Relevant personnel will receive appropriate equality, diversity and inclusion awareness. Managers and supervisors may receive additional training covering fair recruitment, managing concerns, harassment, reasonable adjustments and inclusive workplace practices.

Training will be refreshed where appropriate and following significant legal or organisational changes.

22. Reporting Concerns

Employees, workers, subcontractors and applicants are encouraged to raise concerns promptly.

Concerns may be reported to the Company Directors:

Mr Sean Michael Kerrigan

Mr John Joseph Kerrigan

Telephone: 020 3996 0933

Email: info@jjelectricalcontractorsltd.com

Concerns may also be raised through applicable grievance, disciplinary or whistleblowing procedures.

The company will seek to provide a clear and accessible route for raising concerns, consistent with good practice recommended by Acas.

23. Investigation and Resolution

Complaints will be handled fairly, sensitively and as confidentially as reasonably practicable.

Depending on the circumstances, the company may:

- acknowledge the concern;
- assess any immediate risk;
- speak with the people involved;
- gather relevant documents and evidence;
- conduct a formal investigation;
- provide reasonable support or adjustments;
- take disciplinary or corrective action where appropriate; and
- review workplace practices to prevent recurrence.

The company will avoid assumptions and will give relevant parties an appropriate opportunity to provide information.

24. Confidentiality and Data Protection

Information relating to equality complaints, health, disability, gender reassignment, pregnancy or other sensitive personal matters will be handled carefully and only accessed or shared where there is a legitimate business, legal or safeguarding reason.

Records will be managed in accordance with applicable data protection requirements and company procedures.

25. Subcontractors, Suppliers and Clients

The company expects professional and respectful conduct from subcontractors, suppliers and other business partners.

Where inappropriate or discriminatory conduct by a third party affects our workers or operations, J J E Electrical Contractors Ltd will take proportionate steps, which may include raising the issue with the relevant organisation, requiring corrective action, changing working arrangements or reviewing the contractual relationship.

We will also seek to treat clients, residents, visitors and other stakeholders fairly and respectfully.

26. Monitoring and Equality Objectives

The Directors will review the effectiveness of this policy and may monitor appropriate indicators such as:

- completion of equality awareness training;
- recruitment and development practices;
- complaints and concerns;
- reasonable adjustment requests;
- disciplinary or grievance trends;
- employee feedback;
- subcontractor or client concerns; and
- actions arising from reviews.

Monitoring will respect privacy and data protection requirements. Where an issue or disadvantage is identified, the company will consider proportionate corrective action.

27. Management Responsibilities

The Directors have overall responsibility for this policy.

Managers and supervisors are responsible for applying it consistently, challenging inappropriate conduct, supporting reasonable adjustments, responding to concerns and promoting an inclusive workplace.

All employees and subcontractors are responsible for treating others respectfully, complying with this policy and reporting concerns.

28. Breaches of Policy

A breach of this policy may be treated as a serious matter. Depending on the circumstances, employees may face disciplinary action up to and including dismissal, subject to applicable procedures and law.

Subcontractors or suppliers may be subject to corrective action, increased monitoring, removal from site, suspension or termination of contractual arrangements where appropriate.

29. Policy Review and Continual Improvement

This policy will be reviewed at least annually and sooner if there are significant changes in legislation, organisational structure, workforce arrangements, reported incidents or best practice.

The review will consider whether the policy remains suitable, effective and understood and whether further actions, training or controls are required.

30. Director Approval and Declaration

J J E Electrical Contractors Ltd, part of the J J E Group, is committed to equality, diversity and inclusion and to providing a workplace where people are treated fairly, respectfully and with dignity.

We will take reasonable and proportionate steps to prevent unlawful discrimination, harassment and victimisation and to promote equality of opportunity throughout our business.

For and on behalf of J J E Electrical Contractors Ltd

Director: Mr Sean Michael Kerrigan

Signature: 

Date: 28/08/2026

Director: Mr John Joseph Kerrigan

Signature: 

Date: 28/08/2026