

DIVERSITY, EQUITY AND INCLUSION



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I. PURPOSE

H2 Enterprises 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 to feel respected and able to give their best. H2 Enterprises is also committed against unlawful discrimination of customers or the public.

I. PROCEDURE

- A. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
 - a) Eliminate discrimination in support of the Equal Rights Amendment (ERA), which protects employees based on characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including color, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
 - b) 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.
- B. Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense

- C. Create a working environment free of bullying, harassment, victimization, and unlawful discrimination.
- D. Promote dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.
- E. Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organization's work activities.
- F. 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 utilized to maximize the efficiency of the organization.
- G. Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- H. 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.
- I. 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.

III. DEFINITIONS

- A. **DIVERSITY- CULTURAL DIFFERENCES.** Our experience or lack of experience with a particular culture impacts our interactions. There are subtle differences in conducting business with those from cultures other than our own. It is to our

benefit to learn more about these differences. For example: verbal expressions, reception of communication, non-verbal behavior, appearance, customs and rituals. Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.

B. INCLUSION. Sometimes when we are trying to be sensitive to the needs or situation of others, we end up excluding the person unnecessarily. We've all done it. We're talking about something and then the conversation abruptly stops when someone else walks in to hearing range. Our reasons for doing so vary, but when we include the person in the discussion, it results in a much more positive outcome. We should all work to be more inclusive. For example:

1. encourage open, honest discussions
2. invite others to share perspectives
3. respect varying opinions
4. be open to learn about valuing difference.

C. MICRO-INEQUITIES. Micro-inequities are small, subtle, often subconscious messages of prejudice that undermine the morale and reduce productivity of a workplace. Micro-inequities can be verbal or non-verbal in nature. These small, yet negative communications of disrespect, prejudice and inequality are not overt, but they can be incredibly destructive. The impact of micro-inequities includes low self-esteem, distraction, decreased morale, reduced productivity, lack of motivation, frustration, increased turn-over and liability. Examples of micro-inequities are:

1. excluding someone from a relevant email

2. neglecting to include someone in introductions
3. letting eyes wander around while in a conversation
4. mispronouncing someone's name
5. listening with folded arms
6. ignoring cultural differences/needs/sensitivities
7. interrupting someone while they are speaking

D. **PREJUDICE.** Prejudices are based on bias. Each person hears a comment through their own filters of experience and knowledge. This process, although totally natural, impacts the workplace in dramatically significant ways. Biases cause people to prejudge, and applying those pre-judgments creates stereotypical behavior. At the same time, people experience behaviors through their own biases, and react with their own pre-judgments. It's a cycle. There are several different types of bias. For example, gender bias, faith-based bias, sexual orientation bias, and racial bias.

E. **SEEKING EVIDENCE.** All too often we take information or a situation at face value, and our nature is to allow the information to become fact. However, it is important to seek evidence to confirm or discredit our perception. We should avoid taking what we hear at face value, be inquisitive and be generous in judgment of others.

IV. ELIMINATING MICRO INEQUITIES

- A. We will each identify our own micro-inequities and explore possible sources of those micro-inequities.
- B. We will seek feedback for our own behavior.

- C. We will consider the potential negative impact in our workplace, of small pre-judgments, and work to address any perceptions of inequality.
- D. We will respect each other's differences and learn about one another.
- E. There are three main keys to eliminating micro-inequities
 - 1. Consideration
 - 2. Respect
 - 3. Learn

V. ROLES AND RESPONSIBILITIES

A. SUPERVISORS

- 1. The equality, diversity and inclusion policy are fully supported by senior management and has been agreed with trade unions and/or employee representatives.
- 2. Supervisors will be trained in Diversity, Equity, and Inclusion to eliminate workplace micro inequities, prejudice and discrimination.
- 3. Supervisors will be able to identify micro inequities, prejudice and discrimination prejudice and discrimination.
- 4. Supervisors will hold Safety Meetings to reinforce diversity, equity and inclusion.
- 5. Details of the organization's grievance and disciplinary policies and procedures can be found in H2 Enterprises Employee Handbook. This includes with whom an employee should raise a grievance – usually their line manager.

6. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

B. EMPLOYEES

1. All Employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public. Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and appropriate action will be taken.

VI. TRAINING AND DOCUMENTATION

- A. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization, and unlawful discrimination.
- B. This policy will be presented at time of new hire training and continued annually.
- C. Training records will be maintained in personnel training files.