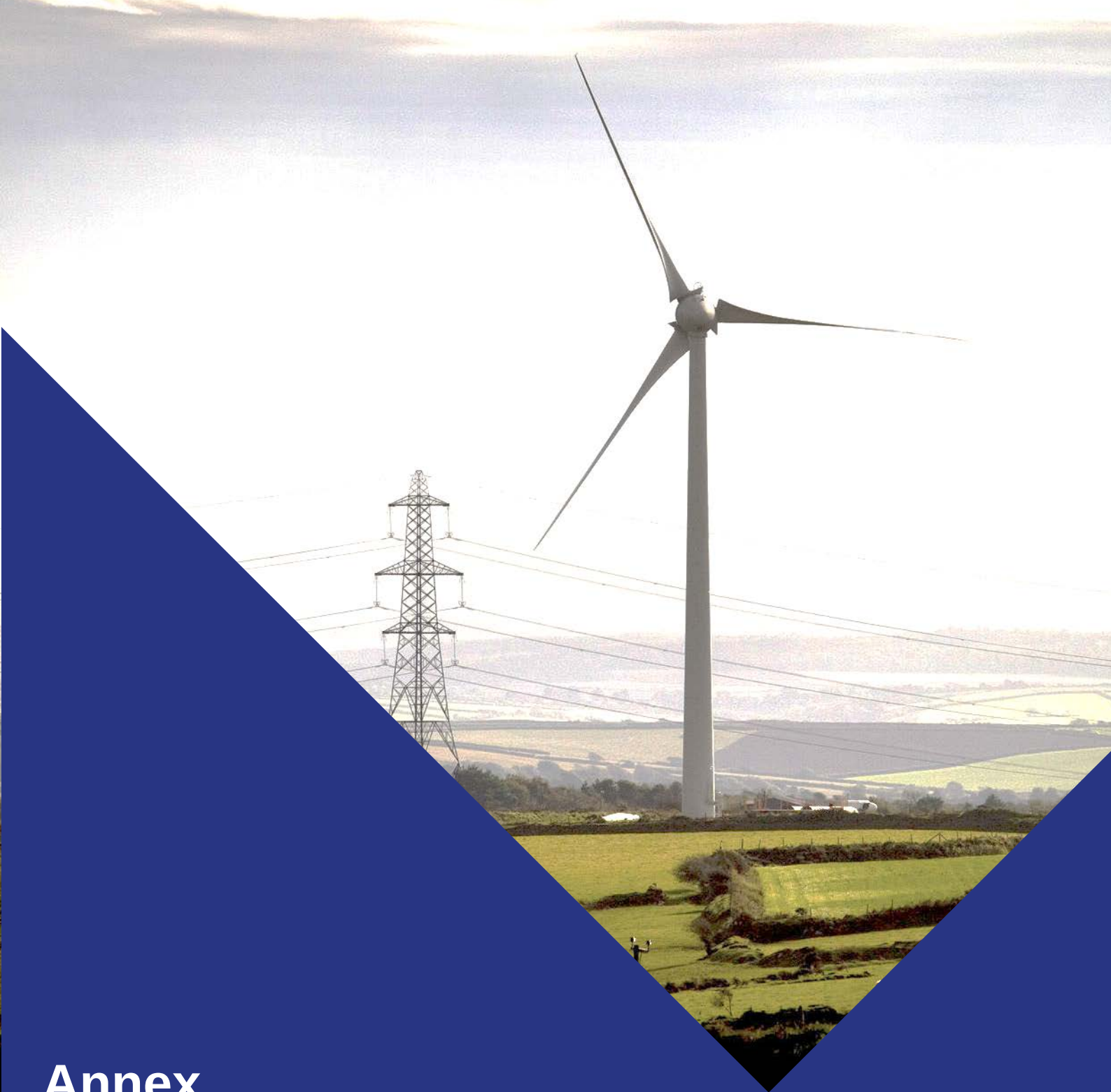




Annex

A11.02 – Inclusion and diversity policy December 2019

As a part of the NGET Business Plan Submission

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Inclusion & Diversity Policy

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Policy Overview & Purpose

This policy applies to National Grid's workforce including all employees, external consultants / contractors, temporary workers, agency staff, secondees, interns, volunteers and other third parties working on behalf of National Grid. Suppliers, visitors, sub-contractors and agencies in our supply chain including but not limited to our customers, partners and suppliers, local and national government, professional and industry bodies are also expected to adhere to the principles contained within it.

The purpose of this policy is to demonstrate National Grid's commitment to providing an inclusive, equal and fair working environment to all regardless of race, gender, age, disability, sexual orientation, religion or any other protected characteristics, in line with the Equality Act 2010 through:

- driving inclusion and promoting equal opportunities for all
- ensuring the workforce, whether part-time, full-time or temporary, will be treated fairly and with respect
- eliminating discrimination
- ensuring selection for employment, promotion, training, development, benefit and reward, will be on the basis of merit

This policy also supports the attraction and retention of the best people; improves effectiveness, engagement, delivers superior performance and enhances the success of the company.

National Grid's ambition is to drive, develop and operate our business in a way that results in a more inclusive culture. We are committed to building:

- a workforce which represents the communities we serve
- a working environment in which each individual feels respected, fairly treated, valued and able to reach their full potential

An inclusive workplace is one where everyone is welcome, feels that they can be themselves and that the fostering of inclusion and acknowledging of diversity is everyone's responsibility. Open, honest and respectful communication is the cornerstone of a successful business, and leveraging inclusion and diversity will lead to better business results.

Responsibilities

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Persons Responsible	Responsible For
All	• understand and adhere to the policy • promote inclusion and diversity in their work • seek guidance from their supervisor / line manager, HR or a recognised Trade Union representative at the earliest opportunity, where required, with any questions or concerns • treat others fairly and refrain from discriminatory behaviour
Supervisors & Line Managers	• understand and adhere to the policy • promote inclusion and diversity in their work and lead by example • ensure that employees and other third parties are aware of the Inclusion & Diversity Policy. For example at induction and periodically throughout their employment e.g. during recruitment and management training • tackle any discriminatory or non-inclusive behaviour at the earliest opportunity • advise employees and, where necessary, seek guidance from Contact HR at the earliest opportunity
Human Resources	• maintaining this policy • overseeing its application to ensure consistency and legality • review supporting processes to ensure compliance with policy • monitor and report on inclusion and diversity in National Grid on a quarterly basis and annually from Employee Surveys • review this policy every 3 years or in respect of legislative changes as they occur and update this policy and other related policies where necessary • communicate changes to affected policies to those who are bound by those policies

Provisions & Links

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National Grid is taking a multi-faceted approach to deliver its commitment to building a more engaged and diverse workforce through:

- HR policies and procedures
- Training provisions available to all across all of employee lifecycle
- Recruitment and development processes
- Induction for new employees
- Business conduct helpline for complaints
- Management information to inform strategies

Employee Resource Groups

We also demonstrate our commitment to Inclusion and Diversity by supporting various Employee Resource Groups (ERGs) which are run by dedicated employee volunteers. Each of the ERGs is chaired by a member of the UK Executive, together with a lead representative from the diverse group.

Groups focus on:

- gender (**WiNG**, Women in National Grid)
- race, religion, belief, faith, ethnicity (combined **ONE – Faith@Work**)
- disability and carers (**Enabling**)
- sexual orientation (**Pride, our LGBT supporters network**)
- new starters (**Newnet**)

The ERGs are open to all; they provide support for our employees, help with attracting candidates from diverse groups, act as mentors and role models, and celebrate diversity through events and activities.

For more information on the ERGs can be accessed via <http://infonet2/OurOrganisation/UKHRAtoZ/Pages/ERGs.aspx>

External Memberships

We have formed some strategic external partnerships to support our inclusion and diversity agenda. For more information on the external memberships can be accessed via

<http://infonet2/OurOrganisation/UKHRAtoZ/Pages/ExternalPartners.aspx>

Relevant Legislation and Guidance

Relevant legislation includes (but is not limited to):

- The Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15/contents>
- The Equality Act codes of practice
<https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-codes-practice>
- Human Rights Act 1998
<http://www.legislation.gov.uk/ukpga/1998/42/contents>
- The Modern Slavery Act 2015:
<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

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To ensure that people issues are managed in line with HR policies and procedures and to ensure protection for all involved, this policy should be adhered to in alignment with the other HR policies and practices which can be viewed following this link:

<http://infonet2/OurOrganisation/UKHRAtoZ/Pages/HRPoliciesandprocedures.aspx?mid=25>

Communication:

- Employees will be made aware of this policy at induction and periodically throughout their employment e.g. during recruitment and leadership training.
- We are fully committed to the duties placed upon us by the Equality Act 2010 and other forms of legislation that combat discrimination and promote inclusion and diversity.

Management Information

- Management Information is produced quarterly by HR and shared with the business leaders.
- HR reviews the Management Information produced and uses it to inform strategies to build your part of the business in line with National Grid's commitments.

Non-compliance

- Breaches of this Inclusion and Diversity policy will be regarded as misconduct and could lead to disciplinary proceedings in accordance with National Grid's disciplinary policy.

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Concerns and Complaints

- Any individuals who believe that an act in breach of this policy has taken place should raise the issue as soon as possible with the individual concerned, their line manager or a member of the HR team. If the complaint is against an individual's line manager then the individual should raise the issue as soon as possible with their line manager's manager or with a member of the HR team.
- Any complaint will be treated seriously in line with the Grievance procedure and may lead to legal and / or disciplinary action, which may result in dismissal. Such disciplinary action shall be made in accordance with National Grid's disciplinary policy.
- For more guidance, individuals can refer to the Discrimination, Harassment and Bullying Policy:
<http://infodocs/UKHRatoZ/HR%20Policies%20and%20Procedures/DBH%20Policy.pdf>
- Any individuals can contact Business conduct helpline for complaints:
<http://infonet2/OurOrganisation/CosecLegal/EthicsCompliance/Pages/UKBusinessConduct.aspx?mid=27>
- National Grid's Employee Assistance Programme (EAP) counselling service is also available for all employees:
http://infonet2/OurOrganisation/us_she/health/Pages/WorkLifeAssistanceEAP.aspx?mid=29

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Word/Phrase	Definition
Diversity	Broadly, diversity is any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences in ethnicity, gender, age, national origin, disability, sexual orientation, education, and religion.
Inclusion	Inclusion is a state of being valued, respected and supported. It's about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve their full potential. Inclusion should be reflected in an organisation's culture, practices and relationships that are in place to support a diverse workforce.
Equity	Treating all people with equitably, regardless of personal characteristics.
ERG	Employee Resource Groups are voluntary, employee-led groups made up of individuals who join together based on common interests, backgrounds or demographic factors e.g. race, gender, disability and sexual orientation. ERGs provide support for employees and foster a diverse, inclusive workplace aligned with organisational mission, values, goals, business practices, and objectives.
LGBT	Lesbian, gay, bisexual, and transgender.
Direct Discrimination	Where a person is treated less favourably than another person because of a protected characteristic.
Indirect Discrimination	When a provision, criterion, or practice is applied to everyone equally and therefore appears to be fair. However in practice it puts or would put people of a particular group with a particular protected characteristic at a particular disadvantage when compared to people outside of that group

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Word/Phrase	Definition
Harassment	Unwanted conduct (verbal or otherwise) relating to a relevant protected characteristic which has the purpose or effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
Protected Characteristics	Age, disability, gender reassignment, marriage and civil partnership in respect of eliminating unlawful discrimination, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex, sexual orientation.

Governance

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Team & Owner	UK HRD – UK Talent I&D Team
Next Review Date:	August 2020
Distribution:	HR Infonet
Reviewers	HRLT, Policy & Procedure Group, I&D team, Legal
Other Reference Documents:	
Document Name	File Name
Inclusion & Diversity Policy	

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