

Equal Opportunity Policy

1 Introduction

- 1.1 This document sets out our policy on equality and equal opportunities. This policy does not form part of any contract of employment, and we may amend it at any time.

2 Statement of principle

- 2.1 Our statement of principle on equality and equal opportunities is:

'The Company is committed to a policy of treating all its employees, workers and job applicants equally. No employee or potential employee will receive less favourable treatment because of any 'protected characteristic', namely:

- 2.1.1 *Age (or perceived age);*
- 2.1.2 *Disability (past or present);*
- 2.1.3 *Gender reassignment;*
- 2.1.4 *Marriage or civil partnership status;*
- 2.1.5 *Race, colour, nationality, ethnic or national origins;*
- 2.1.6 *Religion or belief;*
- 2.1.7 *Sex;*
- 2.1.8 *Sexual orientation;*
- 2.1.9 *Maternity, pregnancy or family leave;*
- 2.1.10 *Trade union membership (or non-membership); and*
- 2.1.11 *Part-time or fixed term status.*

No employee or potential employee will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

These principles of equality of opportunity and non-discrimination also apply to the manner in which our staff treat clients, customers, our business partners and visitors.'

- 2.2 Employees are expected to work with us towards these aims. In certain circumstances, an employee can be personally liable for discrimination against a fellow employee or a job applicant.

3 Equality principles

- 3.1 There should be no discrimination because of any of the protected characteristics set out in our statement of principle on equal opportunities contained in paragraph 2.1 above.
- 3.2 We will appoint, train, develop, reward, and promote based on merit and ability.
- 3.3 All employees have personal responsibility for the practical application of our equality policy, which extends to the treatment of job applicants, employees (including former employees), customers, clients, and visitors.
- 3.4 The principles set out in this policy apply in the workplace and outside the workplace in a work-related context, such as on business trips, customer or supplier

events or work-related social events and at any time while a member of staff is wearing a work uniform.

- 3.5 Our Grievance Procedure is available to any employee who believes that they may have been unfairly discriminated against. Employees will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.
- 3.6 Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and incidents of harassment and bullying may be treated as gross misconduct. Unwarranted allegations that are not made in good faith may also be considered a serious disciplinary matter.

Signature: - 

Date: - 07.10.2021

Position: - Managing Director

Review: - 07.10.2022