

# Equality and Diversity Policy

The group is committed to equality of opportunity for all and respecting the needs of our diverse communities in service delivery, employment and community participation. The company values and promotes diversity in all areas of recruitment, employment, training and promotion.

The Company will work towards an environment that is based on meritocracy and inclusiveness, where all employees can develop their full potential irrespective of race, gender, marital status, age, disability, sexual orientation, religious belief, pregnancy & maternity, gender reassignment or political opinion.

## Employer's Responsibility

- To comply with the letter and spirit of this policy and to dispel the myth that only certain types of people are suitable for certain types of jobs or training.
- To value diversity in society and in our workforce as a means of broadening the company's talent base, achieving the highest levels of performance, and enabling all employees to reach their full potential.
- To identify the various behaviours and barriers that discrimination can take, and understand the negative effect these can have on the Company and its' employees and customers.
- To provide training to all staff involved in recruitment, selection, training or discipline to ensure they manage and endorse equality and diversity effectively and fairly and comply with this policy and the Equality Act 2010.
- To monitor the application of the Equality and Diversity Policy, and work towards eliminating any discriminatory practices which may be limiting the Company's ability to achieve its' objectives, thereby maintaining our reputation as a fair and responsible employer in the eyes of employees, customers, and the public.

## Employee Responsibility

- To comply with the letter and spirit of this policy.
- To be aware of the various behaviours and barriers that discrimination can take, including victimization and harassment and understand the negative impact these can have on the company, customers and colleagues.
- To be sensitive to the potential impact of your own behavior on colleagues, customers, suppliers and job applicants.
- To co-operate with the management team in the elimination of any discriminatory practices that is identified. This includes a duty to report any incidence of any direct or indirect discrimination, victimization or harassment to your line manager, or to escalate directly to the Managing Director.

The group will not tolerate discrimination, victimization or harassment and serious breach of this policy will be subject to the disciplinary procedure.

David Toon  
Managing Director

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