



## EQUAL OPPORTUNITIES

### POLICY STATEMENT

It is the policy of the Company to treat job applicants and employees in the same way, regardless of their sex, race, age, sexuality, ethnic origin or any disability (subject to any health and safety considerations). Further, the Company will monitor its policy and the composition of the workforce and introduce positive action if it appears that this policy is not fully effective.

Our commitment to equalities is underpinned by our moral and social responsibilities and by our duties under current legislation, including but not limited to, the Employment Rights Act 1996, the Human Rights Act 1998 and the Equality Act 2010.

A copy of this Policy is displayed at our Registered Office and issued to each member of our staff upon commencement of employment with this Company and after it has been amended.

Signed:

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line and a short vertical stroke.

**Scott Dackombe**  
**Managing Director**

**DATE: 1<sup>st</sup> January 2025**

**LATEST DATE FOR NEXT REVIEW: 31<sup>st</sup> December 2025**





## **EQUAL OPPORTUNITIES - POLICY PROCEDURE**

The Company is committed to its Equal Opportunities Policy and all employees are required to cooperate with its efforts to ensure that the Policy is implemented in full.

### **No Prejudice in Recruitment, Selection and Promotion:**

No job applicants will be asked any questions or for any details relating to their health, sex, race, age, sexuality, ethnic origin or disabilities. The Company guarantees that all applicants for recruitment or promotion will be respected and treated in an absolutely identical manner, with no prejudice, preference or consideration being made regarding their health, sex, race, age, sexuality, ethnic origin or disabilities. With respect to job applicants who have obvious existing disabilities that may hinder or endanger them in carrying out such works as are being applied for, and for existing workers who become disabled during their term of employment with the Company, please refer to the section entitled “Disabled Workers” below.

### **Training:**

Where training needs are identified within the Company, then appropriate training will be organised for those that require it and may be conducted in-house or provided by an outside consultant or specialist training company. Training needs will be assessed not only for the workforce, but also for those responsible for recruiting, advertising, selecting and promoting individuals or groups for and within the workforce.

### **Positive Action and Monitoring and the Race Relations (Amendment) Act 2000:**

The Race Relations (Amendment) Act 2000 gave Public Authorities a statutory duty to promote race equality and to comply with various requirements and specific duties, including monitoring its existing functions and policies for any adverse impact on the promotion of racial equality. The Public Authorities were also given the statutory duty to publish their findings annually and by racial group, using the categories from the National Census to define these racial groups.

It is noted that the Act does not require Limited Companies or private businesses to gather and publish such information, and due to the possibilities of causing offence and concern amongst its applicants and existing workforce, the Company does not gather this kind of information. The Company also realises that it could be held in breach of legislation and would very likely face prosecution for discrimination if it were to ask questions about health, sex, race, age, sexuality, ethnic origin or disabilities at the time of interviewing prospective employees.

Following a new applicants appointment in the Company, questions will be asked about their physical and mental abilities for the purpose of suitably safeguarding the new employee's health and safety when engaged in the specific type of work they have applied to undertake (also see "Disabled Workers" below). As a result of these questions the Company may make appropriate reasonable adjustments so as to suitably provide for the health and safety of the new employee, the rest of the workforce, and anyone else who may be affected by their activities.

The composition of the workforce and of job applicants will be monitored on a regular basis without personal questioning or intrusion that may discomfit or concern the workforce that management decisions were being made with considerations or "value-factors" being placed on such issues as health, sex, race, age, sexuality, ethnic origin or disabilities.

Should inequalities between the make-up of the workforce and the make-up of the local community become apparent, positive action as far as possible will be undertaken to redress the imbalance, including such measures as: -

- Advertising jobs in local ethnic or minority group publications, as appropriate.
- Assessing the need for and carrying out assertiveness training.

At all times, the Company reserves its rights under the Equality Act 2010, to choose the person who is in their opinion, the best qualified and best suited applicant for any job and will not discriminate amongst applicants based on factors such as health, sex, race, age, sexuality, ethnic origin or disabilities, either in a negative or positive way. The Company philosophy is that all discrimination is unacceptable, and that there is no such thing as "good" or "positive" discrimination.

### **Disabled Workers:**

Where a disabled worker applies for a post, or a worker becomes disabled during the term of their employment with the Company, but it is unclear whether that disability will prevent the employee undertaking their duties satisfactorily, the Management will consult amongst themselves and possibly call on the services of an outside consultant or healthcare professional, with a view to making use of the Job Introduction Scheme which provides for disabled people to work for a trial period of six or thirteen weeks.

### **Supply Chain:**

The Company will take all reasonable measures to ensure that its suppliers also have up-to-date and acceptable Equal Opportunities Policies in place.

### **Grievances:**

Any employee or job applicant who believes he or she has received less favourable treatment on grounds of health, sex, race, age, sexuality, ethnic origin or disabilities, is asked to use the Company's grievance procedure in the first instance.

### **Discipline:**

Any employee who victimises, harasses or discriminates against any other employee on the grounds of health, sex, race, age, sexuality, ethnic origin or disabilities will be subject to the Company's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal. The same rules also apply in all our dealings with our suppliers and customers.

### **Communication of this Policy:**

This Policy will be communicated to all staff in writing when they join the Company and when it is amended or changed after a review. It will also be communicated and referred to verbally, as appropriate, so as to be seen as a realistic, integral and ongoing part of everyday Company procedures.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**Signed:**  
**Scott Dackombe**  
**Managing Director**

**DATE: 1<sup>st</sup> January 2025**

**LATEST DATE FOR NEXT REVIEW: 31<sup>st</sup> December 2025**