

# Equal Opportunities and Diversity Policy



It is our policy to provide a working environment in which colleagues are able to realise their full potential and to contribute to our success. Our aim is to identify and eliminate all discriminatory practices and behaviours and colleagues are expected to support this commitment and to assist in its realisation in all possible ways.

Specifically, we aim to ensure that no colleague or job applicant is discriminated against, either directly or indirectly, by perception or association, or by harassment, on the grounds of age, race or nationality, disability, religion or similar philosophical belief, sexual orientation or gender.

All colleagues, whether part time or full time, permanent or temporary, will be treated fairly and with respect. All colleagues will be helped and encouraged to develop their full potential so that their talents and resources may be fully utilised to maximise the efficiency of the company.

The full policy is contained in our company handbook which is available to all colleagues.

This commitment applies to all aspects of employment, including those outlined below:

- Recruitment and selection.
- Training, mentoring and development.
- Promotion and career development opportunities.
- Terms and conditions of employment, and access to employment related benefits and access to facilities.
- Conduct at work.
- Grievance handling and the application of disciplinary procedures.
- Discissions relating to dismissal, including selection for redundancy.

Management and all colleagues have a shared responsibility to ensure that our Equal Opportunities Policy is adhered to and to promote dignity and equality of opportunity at work. Breaches of the Equal Opportunities Policy may be regarded as misconduct and could lead to disciplinary action.

**Approved By :** MR RA Rowan

**Date Approved :** 01/06/2022

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