



## **EQUAL OPPORTUNITIES POLICY**

### **Policy Statement**

The Company is committed to treating all employees, workers and job applicants equally. We do not discriminate against staff based on their gender, sexual orientation, marital or civil partnership status, pregnancy, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age (Protected Characteristics as defined by the Equality Act 2010).

The principle of non-discrimination and equality of opportunity applies equally to the treatment of former staff, visitors, clients, customers, and suppliers by members of our current workforce. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff.

All staff have a duty to act in accordance with this policy, and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, we may be held responsible for the acts of individual members of staff and will not tolerate any discriminatory practices or behaviour.

### **Scope And Purpose of The Policy**

This policy applies to all aspects of our relationship with staff and to relations between staff at all levels. This includes:

- the advertising of jobs and recruitment and selection;
- training and development;
- opportunities for promotion;
- conditions of service;
- benefits and facilities and pay;
- health and safety;
- conduct at work;
- grievance and disciplinary procedures; and
- termination of employment, including redundancy.

We will take appropriate steps to accommodate the requirements of workers' religions, cultures, potential disabilities, and domestic responsibilities.

### **Recruitment and Selection**

We aim to ensure that no job applicant receives less favourable treatment because of any of the Protected Characteristics listed above.

### **Staff Training, Promotion and Conditions of Service**

Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

## **Disability Discrimination**

If you are disabled, or become disabled, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise your manager of any reasonable adjustments to your working conditions or duties which you consider to be necessary, or which would assist you in the performance of your duties.

We may wish to consult with you and with your medical advisers about possible reasonable adjustments. Careful consideration will be given to any such proposals, and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where possible and proportionate, we will take steps to improve access for disabled staff and service users.

## **Part-Time Workers**

We monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately.

## **Breaches of the policy**

If you believe that you may have been discriminated against, you are encouraged to raise the matter through our Grievance Procedure. If you need advice on how to proceed, you should speak to a manager.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in the public interest will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

Any member of staff who is found to have committed acts of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We always take a strict approach to serious breaches of this policy.

This policy has been authorised by:

Name:

ALISON BOND

Signed:



Date:

28.8.25

Director