

Equality, Inclusion & Diversity Policy

1. Introduction

Our vision is for the Company to be a successful, caring and welcoming place for staff. We want to create a supportive and inclusive and respectful environment where our staff can reach their full potential and care is provided without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered, and the diversity of people's backgrounds and circumstances will be positively valued. This Policy will help us to achieve this vision.

2. Legal Responsibilities

The rights of our staff with regards to discrimination are protected by the UK Equality Act 2010. By adopting this Policy, we accept our responsibility to ensure that discrimination does not take place and that everyone is treated fairly and equally.

3. Aim

This policy applies to all employees, contractors and visitors across all company locations and operations. The aim of this Policy is to achieve equality of experience by removing any potential discrimination towards our staff. This includes but is not limited to the following protected characteristics:

- Age
- Disability
- Gender Reassignment (this includes but is not limited to Gender fluid, non-binary, and transgender)
- Marriage/Civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation (this includes but is not limited to lesbian, gay, bisexual, asexual, and queer)

Employees may use the names and pronouns that reflect their identity. All staff are expected to use a colleague's chosen name and pronouns respectfully once they are introduced. All employees are expected to use inclusive language and demonstrate respectful behaviour. Jokes, comments or actions that demean or marginalise individuals are unacceptable.

4. Putting this Policy into Practice

We aim to develop and support equality and diversity measures by:

- The company will provide staff with information in a variety of languages, if needed
- The company will provide facilities and services that are accessible to staff with disabilities where possible.
- The company will provide gender-neutral facilities where possible
- The company will respond positively to the diverse needs and experiences of our staff and the community even when those needs are challenging to deal with.
- The company maintains a business attire dress code, which applies equally to all employees regardless of gender identity or expression.

5. Comments and Concerns

If you believe you have been treated in any way contrary to this Policy or have any suggestions for improvement, please contact either Richard Spragg or Jo Wheal. We will investigate your concerns and take proper action.

6. Recruitment and Selection

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through proper training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other staff.

7. Monitoring and Review

We will monitor the effectiveness of this Policy and the impact on all other relevant policies and practices. This review will happen when necessary and as a minimum annually. Any incidents of discrimination, harassment or disrespect must be reported and will be addressed promptly and seriously.

This policy aligns with the UK Equality Act 2010, which protects individuals from discrimination based on all protected characteristics mentioned in Section 3. This policy will be reviewed annually or sooner if considered necessary.

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