



Equality and Diversity Policy

We are committed to providing a working environment in which everyone feels valued and respected and is able to pursue a rewarding career whilst contributing to the success of our business. We aim to ensure that everyone who works for us or is affected by our work can exist in an environment which is free from discrimination, harassment, bullying and victimisation.

We will provide our services without discrimination on the grounds of:

- race, ethnic origin, skin colour or nationality
- religious or political beliefs and affiliations
- sex, sexual orientation or transsexuality
- marital status
- age
- disability
- education
- membership of a trade union

We ensure that no-one in our business, seeking employment with us or affected by our works receives less favourable treatment on the above grounds.

We respect the dignity of individuals and their beliefs.

We do not tolerate any racial, sexual, physical, mental harassment or bullying in the workplace, of others or at functions connected with the workplace.

We accept anyone's right to join a trade union or staff association and we will consult and negotiate with any such body that is formally recognised.

Everyone has a strict obligation to:

- respect and act in accordance with this policy
- treat others with respect and dignity
- ensure that their own behaviour does not cause offence or distress
- report any incident or behaviour which contravenes this policy to their line manager or senior manager and not indirectly support unfair treatment by ignoring what is happening around them.

Managers shall:

- ensure that the policy is fairly and consistently applied in all areas under their control
- eliminate any unfair practices of which they are aware, whether or not a complaint has been made
- promote an environment in which people feel comfortable in reporting incidents which are causing them concern
- react quickly to complaints, investigating them objectively and thoroughly and taking any required action promptly
- advise a director as soon as a formal complaint has been made.

Any behaviour which contravenes this policy will be viewed very seriously and may result in disciplinary action, including dismissal in appropriate cases.

Approved

Date 29/03/2018

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