

## **Equality and Diversity Policy**

We are an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the ground of perceived religious or political affiliation, sexual orientation, gender reassignment, marital status, age, civil partnerships, having or not having dependants, disability, colour, race or ethnic national origins, or membership of the Irish Traveller community.

### **Policy**

To achieve our objective the Company will pursue the following policy:

- The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- In addition to the above, the Company will recognise its moral and social obligations to promote equality of opportunity within the community in which it operates.
- The Company has established policies and procedures designed to promote equality of opportunity. These will be periodically reviewed to ensure that individuals continue to be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individuals suitability to fill it.
- Commit itself to keep under review the operation of this Equal Opportunities Policy to take account of changing circumstances.
- Carry out the statutory periodic review of employment procedures and practices at our sites in Telford, as specified in Article 55 of the Fair Employment and Treatment 1998 Order.
- The Company will consult with employee representatives about procedures required to make this policy effective.
- We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated. This means that the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans or songs, which are likely to give offence or cause apprehension amongst particular groups of employees, is prohibited.

- The company provides facilities for any employee who believes that they have been treated unfairly within the scope of the policy to raise the matter through the Company Harassment Procedure.

### **Managing Diversity**

- The company will seek to ensure that our workforce reflects the diverse communities we serve and that every employee is treated fairly during the whole of their working life.
- We will take action to eradicate discrimination and inequity when delivering services and when employing others to deliver services on our behalf.

### **Responsibilities**

In general, all employees have a responsibility to comply with this policy to ensure equality of opportunity for all.

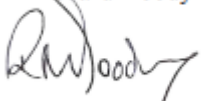
Specific responsibilities are as follows:

- Managers are responsible for ensuring that this policy is implemented and for dealing with any matters arising.
- Where appropriate, such matters should be passed to the HR Department who will be responsible for the provision of advice, training, setting guide lines for policy implementation and operation and for any review of effectiveness.

### **Failure to Comply**

Breaches of the policy may lead to disciplinary proceedings and, if appropriate, disciplinary actions, up to and including dismissal.

Richard Doody



Company Director