

## **Equality and Diversity Policy**

It is the Company's policy to promote equality and diversity in all its activities to promote inclusive processes, practices and culture, in accordance with Equality Act 2010.

We will strive to avoid unlawful or unfair discrimination in all aspects of employment including recruitment, promotion, training, pay and benefits, discipline and selection for redundancy. Employees are required to adhere to this policy so as to avoid committing unlawful acts of discrimination.

The Company promotes equality and diversity for all irrespective of age, disability, sex, gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnicity), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as 'protected characteristics'.

The Company will also strive towards a culture that is diverse and inclusive that recognises and develops the potential of all staff.

We recognise the business benefits and opportunities of having a diverse community of staff who value one another and realising the contribution they can make to achieving the Company's vision.

### **Training**

The Company will provide training in Equality and Diversity to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Company may provide training to all existing and new employees and others engaged to work at the Company to help them understand their rights and responsibilities and what they can do to help create a working environment free of bullying and harassment. The Company may provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

### **Responsibilities of Employees**

Every employee is required to assist the Company to meet its commitment to provide Equality and Diversity in the workplace and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### **Grievances**

If you consider that you may have been unlawfully discriminated against, you may use the Company's grievance procedure to make a complaint. The Company will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for

raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

**Monitoring and Review**

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the Company will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the Company will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the GDPR & Data Protection Act 2018.

Any questions or concerns about the application of the policy should be referred to a Director.



Signed: ..... Date .....09-03-2022.....

On behalf of Specialist Ground Engineering Ltd