



OUR COMMITMENT

This policy statement forms part of our overall management systems

Equality and Diversity is to ensure that all workers, job applicants and clients are treated fairly irrespective of any of the protected characteristics below, as defined in the Equality Act (2010).

<ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• Gender Reassignment</li> </ul>	<ul style="list-style-type: none"> <li>• Marital Status</li> <li>• Pregnancy and Maternity</li> <li>• Race</li> </ul>	<ul style="list-style-type: none"> <li>• Religion or Belief</li> <li>• Sex</li> <li>• Sexual Orientation</li> </ul>
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**Responsibilities:** The responsibility for implementing and determining company policies is derived by the Board of Directors. David Elliott has been appointed as having overall responsibility for this policy.

As a business we value a diverse customer base and understand the need for a diverse workforce to reflect both this and the community in which we all work. We oppose and work to eliminate all forms of unlawful or unfair discrimination. This is supported by our core values.

**Basic Principles:** As an employer and service provider our basic principles are:

- All employees, whether part time, full time or temporary (including subcontractors), will be treated fairly, openly, equally and with dignity and respect.
- We aim to eliminate bullying, harassment and victimisation towards any individual, not just those protected by legislation.
- Selection for employment, promotion, training or any other benefit will be solely on the basis of merit and ability.
- To fully appreciate and understand Equality and Diversity is about good employment practice and makes sound business sense.
- Ensure our team are trained and educated in Equality and Diversity awareness and best practice.

- Appreciating the rights of every individual to work and do business in an environment free of unlawful discrimination and harassment. We will not tolerate such behaviour under any circumstance.
- Deal with any breaches of our policy with the severity that it deserves.
- Ensure that any worker who believes they are being discriminated against, victimised or harassed can raise the matter through the company's complaint procedure.
- To provide clear and concise information about our services, offering alternative formats and translations where possible and practicable.
- Ensure our building and facilities are accessible to everyone.
- Listen to and act upon feedback from all of our review and monitoring processes.

**Communication of Policy:** We will at all times ensure that all employees, temporary staff and subcontractors are made aware of this policy.

**Policy Review:** This policy statement will be reviewed on an annual basis and amended where appropriate.

David Elliott  
Managing Director  
June 2016