

EQUAL OPPORTUNITIES POLICY

The Company is committed to being an equal opportunities employer. We are fully committed to promoting equal opportunities in employment and will not tolerate discrimination or harassment.

This means that our staff and anyone applying for a job with the Company will receive fair and equal treatment. Decisions concerning job appointments, transfers, internal promotions, training and conditions of employment are made as far as possible using only objective criteria.

Decisions will not be based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, ethnic or national origin), religion or belief, sex or sexual orientation. These are referred to as 'protected characteristics' in the Equality Act 2010.

We will never victimise anyone who makes a legitimate complaint if they, or somebody else is being harassed or discriminated against.

The overall responsibility for implementation and review of this policy is that of the Managing Director and senior management team. Managers and supervisors are responsible for ensuring that this policy is applied effectively in their own areas and it is the responsibility of all employees to act at all times in accordance with this policy.

PREVENTING HARASSMENT AND BULLYING

Harassment relates to behaviour connected to what is termed a protected characteristic, as defined above. It is any situation where an employee or worker is subject to uninvited conduct that – as an intended or unintended consequence – violates their dignity in relation to a protected characteristic.

Physical, verbal and non-verbal conduct can all amount to harassment and be an isolated occurrence or ongoing behaviour. In all cases it is the impact on the recipient that matters whether or not the perpetrator intended to harass the person or not.

Harassment is also behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic. Examples could include name calling, lewd comments, insensitive jokes, displaying pornographic material or excluding colleagues.

Bullying is any behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. There is no need to demonstrate a connection with a protected characteristic to establish a bullying allegation.

Bullying can take various forms from extreme behaviour involving violence and intimidation through to subtle actions such as deliberate exclusion, e.g. 'sending someone to Coventry'.

If your Manager or colleagues give you constructive criticism about your behaviour or performance this does not amount to bullying. It is part of normal employment and management routine and should not be interpreted as anything different.

The Company is clear that acts of harassment and bullying are disciplinary offences. Individuals who are found to have committed these offences will be subject to disciplinary action and may be dismissed.

Employees who feel that they are being subject to harassment should raise the matter informally with the individual who is allegedly responsible for the harassment. If that is too difficult for the employee concerned, or the action does not stop after being raised, the individual has the right to pursue a complaint through the Company's grievance procedure.

CULTURAL & RELIGIOUS EVENTS

The Company will be closed on the following cultural/religious holiday dates:

- Christmas day

You will not be required to work on this day, and it must be taken as part of your holiday entitlement.

We recognise that you may wish to take holiday to enable your participation in other religious or cultural events. In these circumstances we will endeavour to approve holiday where possible, but ask that holiday is submitted as far in advance as possible.

Should you require support at work to enable participation in religious or cultural events (i.e. fasting, private prayer, meditation, etc.) please speak to your line manager.

TRANSGENDER EMPLOYEES/GENDER REASSIGNMENT

If you inform us of any changes in your personal circumstances and/or intention to transition, we will discuss any support that may be required and adjustments that we could make to ensure that you are supported.

Your employee records will be updated upon request from yourself though we made need a legal name change for certain records (payroll, pension, etc.).

Names/Pronouns

Employees will be addressed by the name and pronoun that they choose.

Complaints

If you feel that you have been subjected to any form of harassment or discrimination, please raise this with your line manager immediately. Should you require it, our formal grievance procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of employee concerns or dissatisfaction.