

The company respects and values all staff, suppliers, customers and visitors. Our aim is to create an enjoyable working environment that recognises diversity and enables everyone to contribute fully and to reach their full potential.

We are committed to ensuring that all employees are treated fairly and that all staff feel safe and comfortable at their place of work.

Our aim is that everyone is treated solely on the basis of their merits, ability and potential and that:

- Individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, nationality, social background, sexual orientation, spent criminal convictions or for any other reason
- All individuals are encouraged to reach their full potential
- We promote an inclusive and supportive environment

We also operate a zero-tolerance on bullying and harassment and any instances of alleged behaviour which could cause offence to a fellow team member will be fully investigated under our disciplinary procedure.

Harassment as defined in the Equality Act 2010 is:

‘Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.’

Bullying may be characterised as:

‘Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.’

Examples of such behaviour may include:

- The use of inappropriate language
- Threatening behaviour to a group or individual
- Comments or correspondence which can be seen as breaking personal boundaries
- Persistent, unwanted personal contact in-or outside of work
- The use of personal information in an attempt to intimidate or influence someone’s actions
- Deliberate exclusion or victimisation of a group or individual
- Encouragement and / or spreading of malicious rumours (slander)
- Unfair treatment

The above list is not exhaustive.

Aims of the Policy

We will ensure that we:

- Promote equality of opportunity, across all activities
- Promote good relations between people of diverse backgrounds
- Eliminate any unlawful discrimination and ensure compliance with the Equality Act 2010
- Adopt a zero-tolerance approach to bullying and harassment

To achieve this, we will promote:

- A safe environment free from discrimination, harassment or bullying
- Equal access to services
- Equal access to opportunities for personal, professional or academic development, career progression and promotion opportunities
- The right to be consulted about company policies, procedures and practices and encouraged to contribute to decision making

- Training and support to ensure the policy applies to recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment whether full time, part time, casual, temporary or seasonal.

We all have a part to play in supporting others, treating them fairly, valuing difference and challenging any discrimination. All individuals are responsible for:

- Implementing the aims of the policy
- Promoting equality of opportunity
- Contributing to an environment which celebrates diversity and is free from bullying and harassment

Areas of Responsibility

All employees have a duty to follow the guidance provided in this policy and are expected to raise any concerns appropriately.

The enforcement of this policy is ultimately the responsibility of the managing director and the content shall be reviewed on an annual basis.

Breach of Policy

If you do experience or observe any form of harassment, discrimination or unfair treatment please talk to your manager or one of the directors in the first instance who will take the matter seriously and investigate the situation fully or advise you on what to do.

Where appropriate the grievance and disciplinary procedures may be utilised.

Signature:



Date: March 2024

For Review: March 2025