

**Equality and Diversity Policy - Issue 7 (01-2019)****Equality and Diversity Policy Statement**

Everyone is different and has something unique to offer. Diversity is about understanding, recognising, respecting and valuing differences. Equality is how we manage differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures.

The Company's aim is to ensure that all of its employees and job applicants are treated equally, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy sets out instructions that all employees are required to follow in order to ensure that it is achieved.

- There shall be no discrimination on account of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- The Company shall appoint, train, develop and promote on the basis of merit and ability.
- Employees have personal responsibility for the practical application of the Company's Equality and Diversity Policy, which extends to the treatment of members of the public and employees.
- Managers and supervisors who are involved in the recruitment, selection, promotion and training of employees have special responsibility for the practical application of the Company's Equality and Diversity Policy.
- The Grievance Procedure is available to any employee who believes that he/she may have been unfairly discriminated against.
- Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
- If there is any doubt about appropriate treatment under the Company's Equality and Diversity Policy, employees should consult Carl Roberts.



David Vyron Carl Roberts  
Managing Director