

This statement is designed to prevent discrimination and to attract the best employees. To ensure that diversity is embedded in our company culture reflected in our staff and to better serve our customers/clients, the company will endeavour to:

- Attract applications from all sections of society irrespective of race, gender, marital/civil partnership status, age, disability, religion or belief, colour, national origin or sexual orientation (protected characteristics) and ensure fair treatment throughout the recruitment process in line with The Equality Act 2010.
- Improve performance in the job, develop skills and prepare all individuals for other roles, and responsibilities through effective appraisal, and training procedures.
- Ensure that employment decisions are based on business needs and the individual's ability to do a job;
- Enhance decision-making and innovation by encouraging interaction and involvement;
- Increase our ability to relate to existing and potential customers/clients wherever they exist;
- Identify the various behaviours and barriers that discrimination can take, and understand the negative effect these can have on the company and its employees and customers/clients;
- Train staff in key decision-making areas on the potentially discriminatory effects of imposing practices, conditions, and criteria for minority groups, and the importance of being able to justify decisions;
- Monitor the application of this policy, and work towards eliminating any discriminatory practices which may be limiting the company's ability to achieve its objectives.

This policy covers all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

General arrangements

To be successful, the Diversity Policy will be implemented company-wide and therefore commitment is required from the whole workforce. All staff has responsibility for ensuring that this policy underpins all aspects of company policy and for promoting an organisational culture that is supportive of the benefits of diversity.

It is unlawful to discriminate against people at work on the grounds of their sex, sexual orientation, status as a married person or a civil partner, race, colour, age, nationality, ethnic origin, religion, political or other beliefs, or because of a disability, pregnancy or childbirth, or subsequent maternity leave or because they are a member or non-member of a trade union. It is also unlawful to discriminate against part-time or home workers. The company will comply with all relevant legislation and no individual will be unjustifiably discriminated against.

The company is fully committed to promoting age diversity. In valuing the contribution of its employees, regardless of age, the company will seek to eliminate age 'stereotyping' and discrimination on the basis of age. The underlying premise of this is that employees will be assessed on the basis of their skills, ability and potential, not their age. This means that employment opportunities and personal/career development will be available, irrespective of a person's age.

Equality & Diversity Policy Statement



Equal pay

The company recognises men and women doing equal work and work rated as of equal value are entitled to equal pay.

Race, religion or belief

The company recognises it's unlawful to discriminate against a job-seeker, worker or trainee on the grounds of race, colour, nationality and ethnic or national origins or because of their religion or belief or lack of religion or belief. The company is sensitive to the cultural and religious needs of employees and makes provision to accommodate any formal requests that are made.

Disability

The company recognises its responsibility towards disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by:

- Recognising the wealth of talent and skill possessed by disabled people;
- Interviewing all disabled job applicants who meet the minimum selection criteria for a job vacancy and consider them on their abilities;
- Ensuring that all disabled employees are smoothly and effectively inducted into the company;
- Identifying and providing any 'reasonable adjustments' to working arrangements or the working environment necessary for the effective performance of their job;
- Making every effort to retain employees who become disabled whilst in the employment of the company.

Monitoring

The company will maintain records of the age, race, gender, marital/civil partnership status, and disability of job applicants and existing employees. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated and any discriminatory practices identified and eliminated.

Bullying and Harassment

All staff will expect to be treated with dignity and respect whilst at work, and have an equal responsibility to treat their colleagues similarly.

The company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact upon health, job performance and sense of personal security.

Grievances

Any employee who feels they have not been treated in accordance with this policy will make a complaint using the company's Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff is found to have breached the Diversity Policy, they may be subject to disciplinary action under the company's Disciplinary Procedure, which could result in dismissal.

For and on behalf of Stone & Ceramic Ltd

A handwritten signature in black ink, appearing to read 'Robert Hansford', written over a horizontal line.

Robert Hansford – Director

Date: 2nd January 2020

Stone & Ceramic Ltd

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