

Equality Policy

Top Lift Scaffolding Services Ltd is an equal opportunity employer.

Top Lift Scaffolding Services Ltd recognises the importance of a diverse work group and is committed to take every action to avoid discrimination on the grounds of age, marital status, family status, gender, sexual orientation, race, ethnic origin, religious beliefs or disability.

Definition:

Discrimination is described as *“The treatment of a person in a less favourable way than another person is, has been or would be treated on any of the above grounds”*.

Who this policy is for:

All employees, sub-contractors, contractors, clients, customers etc. both inside and outside the work environment.

Our Policy is to:

Acknowledge the right to a working environment free from any form of discrimination as outlined within the Employment Equality (Sexual Orientation) and (Religious Beliefs) Regulations 2003, Employment Equality (Age) Regulations 2006 and Equality Act 2010.

To uphold this policy we will undertake the following:

- Maintain the workplace free of any form of discrimination.
- Ensure everyone is aware of their responsibilities to prevent discrimination.
- Encourage open communication within the team.
- All complaints of discrimination will be taken seriously and will in strict confidence be investigated promptly and in an impartial manner.
- Outcomes of the investigation will be provided to the employee/sub-contractor and relevant action will be taken.
- Disciplinary action will be taken against any employee/sub-contractor found to have discriminated against another on the grounds of age, sex, sexual orientation, race, ethnic origin, religion and belief or disability.
- Any victimisation of, or retaliation against, a complainant or an employee who gives evidence regarding discrimination will be subject to disciplinary action up to and including dismissal.
- Ensure that job titles/roles are not age or sex biased and are accurate.

- Check that job requirements are necessary to do the job and are not reflections of traditional practices that may be operating to the disadvantage of men or women, minorities, the disabled or older people.
- Ensure that our methods for hiring, staff or hire of sub-contractors are fair to all potential applicants and do not effectively screen out minorities or members of one sex or age group.
- Ensure to avoid questions that could be construed as discriminatory.
- Ensure that sub-contractors/contractors and clients are closely monitored to ensure adequate compliance with all legislation regarding equality including, but not limited to the Race Relations Act 1976, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, Employment Equality (Age) Regulations 2006, Equality Act 2010 all legislation introduced by virtue of the Treaty of Rome 1956 and the Treaty of Amsterdam 1997.
- Co-operate fully with any investigation undertaken by contractors and clients pertaining to the above.
- Ensure that an appropriate administrative procedure is established to assist with the achievement of the above, including:
 - Regular monitoring and contact with contractors and clients.
 - Disclosure of policy details of contractors and clients to ensure minimum standards of compliance are being met.
 - Ensure that data, especially sensitive data, pertaining to a data subject is handled in compliance with the Data Protection Act 1998.
- Ensure that all staff/sub-contractors regardless of their age or sex, are being trained and developed as required.

Publication of this Policy

- We will ensure that all employees/sub-contractors are made aware of this policy.
- Ensure this policy is uploaded for public view on our website.

This policy will be reviewed every 12 months to ensure any changes to our organisation, scope of operations and working arrangements to ensure our continued adherence to our commitment.

Signed

A handwritten signature in blue ink, appearing to be 'P. O.', written over a horizontal line.

Director