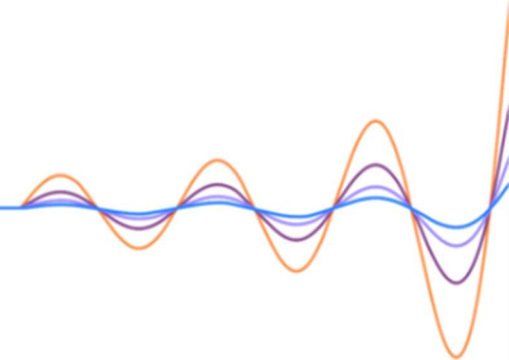




Equality, Diversity & Inclusion Policy



Coteq Support Services

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Document Reference	Equality, Diversity & Inclusion Policy
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Data Owner	Coteq Support Services
Author	Steve Titchmarsh
Approved By	Richard Godden
Reason for Issue	First Issue

Issue Control

Date	Issue	Change
07/01/2026	1.00	First Issue
21/04/2026	1.10	Added declaration

Confidentiality Status

Public

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Policy Statement

At Coteq Support Services, we are committed to promoting equality, diversity, and inclusion across all areas of our operations. We recognise our responsibility to ensure that every individual is treated fairly, with dignity and respect, and that no one is subjected to discrimination, harassment, or victimisation. We aim to create a working environment where everyone has equal access to opportunities and where differences are valued as a source of strength.

Scope

This policy applies to all employees, contractors, agency workers, volunteers, and visitors at Coteq Support Services, as well as to our activities at customer sites where applicable.

Our Commitments

We are committed to:

1. Providing a working environment free from discrimination, harassment, and victimisation
2. Ensuring equal access to opportunities, training, and progression
3. Making reasonable adjustments for individuals with disabilities
4. Promoting a culture where diversity is valued and respected
5. Ensuring decisions are based on merit, competence, and organisational needs

Protected Characteristics

We do not tolerate discrimination based on:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage or civil partnership
5. Pregnancy or maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual orientation
10. Ethnicity

(These align with the UK Equality Act 2010)

Responsibilities

Management:

1. Lead by example and promote inclusive behaviour
2. Ensure compliance with this policy
3. Address concerns promptly and fairly

Employees:

1. Treat colleagues and service users with respect
2. Report discrimination, harassment, or unfair treatment
3. Support an inclusive workplace culture

Recruitment Selection

We ensure:

1. Job descriptions and adverts are inclusive and bias-free
2. Selection criteria are objective and relevant
3. Shortlisting and interviews are fair and consistent
4. Reasonable adjustments are offered throughout the process

Training & Development

We provide:

1. Equality, diversity, and inclusion training
2. Fair access to development opportunities
3. Support for career progression based on merit

Reporting Concerns

Anyone who experiences or witnesses' discrimination or harassment can report it through:

1. Line managers
2. The Senior Leadership Team

All reports are taken seriously and investigated promptly.

Monitoring and Review

Coteq Support Services compliance manager is responsible for monitoring the effectiveness of this policy and will review its implementation annually or in response to significant business or legal changes. They will assess its suitability, adequacy, and effectiveness to ensure ongoing compliance and continuous improvement.

Contact

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Declaration

- I have reviewed, approved, and formally adopted this company policy on behalf of the Board of Directors.
- This policy has been developed to support the company’s legal, regulatory, ethical, and operational obligations and are, to the best of my knowledge and belief, appropriate, accurate, and fit for purpose.
- This declaration is made in good faith and with due care and diligence.

Signed	<i>R Godden</i>
Name	Richard Godden
Title	Director
Date	21/04/2026