



## **Equality Policy**

### **1. Introduction**

At GEODEC Limited we are committed to fostering an inclusive, diverse, and equal opportunity environment. This Equality Policy outlines our dedication to ensuring that all employees, clients, contractors, and stakeholders are treated with respect and fairness regardless of their race, ethnicity, gender, gender identity, sexual orientation, age, disability, religion, or any other characteristic that may be perceived as a barrier to equal treatment.

We believe that diversity and inclusion are key to the success of our business. By ensuring equal opportunities for all, we aim to create a work environment where everyone feels valued, respected, and able to reach their full potential.

### **2. Purpose**

The purpose of this policy is to:

- Promote equality of opportunity and fairness in all aspects of employment and service delivery.
- Eliminate discrimination, harassment, and victimisation in the workplace and in our dealings with clients and customers.
- Establish a clear framework to ensure equal treatment and opportunities for all individuals.
- Comply with all relevant equality and anti-discrimination laws, including the Equality Act 2010

### **3. Scope**

This policy applies to all employees, contractors, sub-contractors, clients, and suppliers of GEODEC Limited, regardless of their job title, level of responsibility, or area of work. It applies to all stages of employment, including recruitment, selection, training, promotion, compensation, and termination, as well as in dealings with clients, suppliers, and other external stakeholders.

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#### **4. Our Commitment to Equality**

We are committed to the following principles:

**a. Non-Discrimination**

We will not tolerate any form of discrimination in the workplace or in the delivery of our services. Discrimination based on race, gender, gender identity, sexual orientation, age, religion, disability, marital status, pregnancy, or any other protected characteristic is strictly prohibited.

**b. Equal Opportunities in Recruitment and Employment**

We ensure that all recruitment, hiring, and employment practices are conducted based on the principles of equality and fairness. We will actively seek to attract a diverse range of applicants and ensure that hiring decisions are made based on relevant skills, qualifications, and experience, rather than personal characteristics or stereotypes.

**c. Pay and Benefits**

We are committed to providing equal pay for equal work. We will regularly review our pay structures to ensure that there are no gender or other discriminatory pay gaps in the company.

**d. Training and Development**

We will provide equal access to training and professional development opportunities for all employees, regardless of their background. We are committed to supporting personal growth, career progression, and skill development for all members of our team.

**e. Promotion and Advancement**

All employees will have equal access to promotion opportunities. Promotion decisions will be made based on merit, performance, and potential, ensuring that there are no barriers due to bias or discrimination.

**f. Harassment and Bullying**

Harassment, bullying, or any form of inappropriate behaviour is strictly prohibited. We will not tolerate any form of offensive, degrading, or inappropriate

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conduct in the workplace. Any incidents of harassment or bullying will be addressed swiftly and thoroughly.

#### g. Reasonable Adjustments

We are committed to providing reasonable adjustments to accommodate employees and clients with disabilities. This may include physical adjustments to the workspace, flexible working hours, or alternative communication methods to ensure that everyone can participate fully in work and client interactions.

### 5. Client Relationships

We pledge to uphold equality and fairness in our interactions with all clients. We will:

- Treat all clients with respect and ensure that our services are accessible to all individuals.
- Make reasonable adjustments for clients with specific needs, including those with disabilities.
- Avoid any form of discrimination in the way we deliver our painting, decorating, and interior design services.
- Ensure that our marketing materials, websites, and communication practices reflect our commitment to diversity and inclusion.

### 6. Addressing Complaints

We encourage any employee or client who feels that they have been subjected to discrimination or unequal treatment to report the issue without fear of retaliation. We will handle complaints confidentially and professionally, ensuring that:

- The complaint is thoroughly investigated.
- Appropriate action is taken in a timely manner.
- Support is offered to individuals who feel they have been subjected to discrimination.

Complaints should be directed to Mr George Matthews who will follow a fair and transparent process for addressing any concerns.

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## **7. Monitoring and Evaluation**

We will regularly monitor and evaluate our equality policy to ensure that it is effective and being followed. This will include:

- Reviewing the diversity of our workforce and the demographic profile of our clients.
- Regularly assessing pay equality and reviewing recruitment and promotion practices.
- Collecting feedback from employees, clients, and contractors to assess their satisfaction with our equality practices.
- Making necessary adjustments to our practices, policies, and training programs based on feedback and findings.

## **8. Leadership and Responsibility**

Leadership at GEODEC Limited is committed to the principles of equality and inclusion. Managers and supervisors are expected to set an example and ensure that all practices comply with this policy. They are also responsible for:

- Promoting a culture of respect and equality within their teams.
- Addressing any incidents of discrimination or inequality promptly.
- Ensuring that their teams are trained and aware of this policy.

All employees, contractors, subcontractors and stakeholders are encouraged to contribute to creating an inclusive environment and to support the implementation of this policy.

## **9. Legal Compliance**

GEODEC Limited is committed to complying with all applicable national and local equality and anti-discrimination legislation. This includes but is not limited to the Equality Act 2010. We will ensure that our policies and practices reflect the most current legal requirements and best practices related to equality and diversity.

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## **10. Review of Policy**

This policy will be reviewed on an annual basis or sooner if there are significant changes in relevant laws or company practices. The review will include feedback from employees, clients, and other stakeholders to ensure it remains relevant, effective, and aligned with our commitment to equality.

## **11. Conclusion**

At GEODEC Limited we understand that a diverse and inclusive workforce, along with equal opportunities, is key to our success. We are committed to continuously improving our practices, fostering respect, and ensuring that equality remains at the core of our work environment and services.

By adhering to this Equality Policy, we aim to ensure that everyone, regardless of their background, can thrive in an environment that respects and values individual differences.

Signed By:

George Ryan Matthews  
17<sup>th</sup> November 2025  
office@geodec.co.uk