



## **EQUAL OPPORTUNITIES AND DIVERSITY POLICY**

Threshires Limited is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that each employee feels respected and is valued based upon their skills, performance and commitment. It is the continuing policy of the Company to provide equal opportunity employment to all employees without regard to the actual or perceived protected characteristics referenced below. Threshires Limited is committed to treating all employees fairly and as such no employee will be treated less favourably due to their association with someone who has a protected characteristic.

### **Protected characteristics**

- Age;
- Disability;
- Gender Reassignment;
- Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic);
- Pregnancy and Maternity;
- Race (including ethnic origin, colour, citizenship, nationality, and national origin);
- Religion or Belief;
- Sex;
- Sexual Orientation.

People will be judged solely on merit and ability during recruitment, selection, training, development and promotion throughout their employment.

### **Fair treatment**

All employees whether full-time, part-time or temporary, will be treated fairly and with respect. This policy applies to all employment decisions, including those in connection with:

- Recruitment, selection, promotion and advertisement of jobs;
- Terms and conditions of employment;
- Training, career development and progression;
- Grievance and disciplinary procedures;
- Performance;
- Relationships between members of staff;
- Treatment of employees when their contract ends.

### **Positive action**

The Company may elect to utilise positive action where permitted by legislation. Positive action is action an employer takes to achieve greater equality in its workforce. Should positive action be utilised it will be proportionate and in accordance with legislation.



### **Enquiries about disability and health during recruitment**

As an equal opportunities employer Threshires Limited will not ask about the health of an applicant (including whether they are disabled) prior to either offering work to the applicant or prior to including the applicant in a pool of applicants from which we intend to select a person to whom to offer work, unless an exemption applies.

The only circumstances in which the Company may make pre-employment health enquiries are:

- To establish whether the Company has a duty to make a reasonable adjustment in respect of an interview/assessment process;
- To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned;
- To monitor the diversity of applicants;
- To implement positive action in employment for disabled people;
- To recruit appropriately where having a particular disability is a requirement of the role;
- To comply with national security vetting requirements.
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### **Promotion of equal opportunities and observance of the policy**

Each employee of Threshires Limited has an obligation to promote an equal opportunity environment within the Company. As our employee, you have a duty to observe and apply this policy at all times. In particular you must not:

- Discriminate against or harass colleagues, other employees or job applicants;
- Discriminate against or harass visitors, clients, customers, suppliers, consultants, or contractors;
- Discriminate against or harass members of the public in the course of your duties, irrespective of whether such conduct occurs on company premises;
- Induce, or attempt to induce, others to practise unlawful discrimination;
- Victimise individuals who have made allegations or complaints of discrimination or provided information about such discrimination.
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Violation of this policy is a serious offence and could result in disciplinary action and/or summary dismissal.

The Office Manager will, with the assistance and co-operation of senior management and employees, take steps to ensure compliance with this policy. This will include regular reviews of equality issues, monitoring activities and complaints. All employees of the Company will also receive adequate training on the correct operation of this policy.

If you feel that you have been treated in a manner that is not in accordance with this policy, please initially raise the matter with the Office Manager. The Company takes such matters seriously and aims to resolve any complaints in accordance with its grievance procedure. If there is a good reason as to why you are unable to raise this matter initially with the Office Manager please contact a Director to do with your complaint. All complaints will be treated seriously and, where possible, in confidence. For further details please refer to the grievance procedure which can be found at the end of this handbook.

**Signature:** 

**Name:** Mr James Lloyd

**Position:** Managing Director

**Date:**.....23.01.2021.....

**Review Date:**.....23.01.2022....



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ECOLOGY, FENCING, ARBORICULTURE, INVASIVE WEEDS