



# EQUAL OPPORTUNITIES AND DIVERSITY POLICY

The Company is committed to being a successful, caring, and welcoming place for all employees. We want to create a supportive and inclusive environment where our employees can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered, and the diversity of people's backgrounds and circumstances will be positively valued.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect.

Through this policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. The Company will also continue to work towards its dedicated goal of encouraging and promoting equality and diversity within the workforce.

The policy aims to achieve equality by removing any potential discrimination in the way that our employees are treated by fellow employees or the Company, including:

- people with disabilities
- people of different sexual orientations
- transgender and transsexual people
- people of different races
- people on the grounds of their sex
- those of faith and of no faith
- in relation to their age
- in relation to their social class or medical condition
- people who work part-time
- those who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding.


## **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 activity and movement an employer takes to achieve greater equality in its workforce. Should positive action be utilised it will be proportionate and in accordance with legislation.

<b>Filename:</b>	Equal Opportunities & Diversity Policy	<b>Approved by:</b>	Michael Smith	<b>Issue Version:</b>	002
<b>Reference:</b>	PO15	<b>Position:</b>	HR Manager	<b>Issue Date:</b>	January 2022
<b>Category:</b>	Policies	<b>Signature:</b>		<b>Last Reviewed</b>	January 2022
This document is uncontrolled when printed					



**Enquiries about disability and health during recruitment**

As an equal opportunities employer Three Shires 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.
- 

**Promotion of equal opportunities and observance of the policy**

Each employee of Three Shires Limited has an obligation to promote an equal opportunity environment within the Company. As our employee, you have a duty to always observe and apply this policy. 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.

Violation of this policy is a serious offence and may result in disciplinary action and/or lead to summary dismissal.

The HR 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 HR 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 HR 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.

Signed

Print

James Lloyd

Position

Managing Director

Date 13<sup>th</sup> January 2022

<b>Filename:</b>	Equal Opportunities & Diversity Policy	<b>Approved by:</b>	Michael Smith	<b>Issue Version:</b>	002
<b>Reference:</b>	PO15	<b>Position:</b>	HR Manager	<b>Issue Date:</b>	January 2022
<b>Category:</b>	Policies	<b>Signature:</b>		<b>Last Reviewed</b>	January 2022
This document is uncontrolled when printed					