

Equal Opportunities Policy

Trust Works Facilities Management

Effective Date: 17.06.2025

1. Policy Statement

Trust Works Facilities Management is committed to promoting equality, diversity, and inclusion throughout our organisation. We aim to create a workplace where all individuals are treated with dignity and respect and where their contributions are valued.

We are an equal opportunities employer and do not discriminate on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic origin, nationality, religion or belief, sex, or sexual orientation.

2. Scope of Policy

This policy applies to:

- All employees (full-time, part-time, and temporary)
- Job applicants
- Contractors and subcontractors
- Volunteers and interns
- Clients and customers

It covers all aspects of employment including:

- Recruitment and selection
- Terms and conditions of employment
- Training, development, and promotion
- Pay and benefits
- Disciplinary and grievance procedures
- Dismissal and redundancy

3. Our Commitments

We will:

- Ensure fair and inclusive recruitment and selection processes
- Promote a working environment free from harassment, bullying, and victimisation
- Monitor workforce diversity and review our practices to remove barriers to equality
- Provide training to staff on equal opportunities and unconscious bias
- Make reasonable adjustments for disabled employees and job applicants
- Take complaints of discrimination seriously and act upon them promptly

4. Responsibilities

Management:

- Lead by example in promoting equality and inclusion

- Ensure that policies are followed and reviewed regularly
- Take prompt action against breaches of this policy

Employees:

- Treat colleagues and customers with respect
- Report any incidents of discrimination or harassment
- Co-operate with investigations into complaints

5. Breaches of the Policy

Breaches of this policy may result in disciplinary action, which could include dismissal for serious offences such as harassment or discrimination.

6. Monitoring and Review

This policy will be reviewed annually and updated as necessary to remain compliant with UK law and best practice. Monitoring will be carried out to assess its effectiveness, and anonymised data may be used to identify trends and address any issues.

7. Complaints Procedure

If you believe you have experienced discrimination or unfair treatment, you should:

1. Raise the issue informally with your line manager or HR representative.
2. If not resolved, follow the company's formal grievance procedure.
3. In serious cases, consider contacting an external body such as ACAS or the Equality and Human Rights Commission (EHRC).

8. Contact

If you have questions about this policy, please contact:

Trust Works Facilities Management

Email: Info@trustworksfm.co.uk

Phone: 0114 4706786