



EQUAL OPPORTUNITIES, DIVERSITY & DIGNITY AT WORK POLICY

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

COMPANY PROPRIETARY INFORMATION

This document is an uncontrolled copy of a controlled document held by the Quality Management System. Prior to use, ensure this document is the most recent revision by checking the Master Document List.

Amendment Record

This Quality Manual is reviewed annually to ensure relevance to the systems and process that it defines.

A record of contextual additions or omissions is given below:

Date	Page(s)	Context	Initial
11/01/2012	All	Policy reviewed	JO
11/01/2013	All	Policy reviewed	JO
07/02/2014	All	Policy reviewed	JO
24/03/2015	ALL	POLICY REVIEWED	JO
24/02/2016	ALL	POLICY REVIEWED	JO
24/02/2017	All	Policy Reviewed	JO
24/02/2018	All	Policy Review	JO
24/02/2019	All	Policy Reviewed	JO
02/01/2020	All	Policy Reviewed	JO
02/01/2021	All	Policy Reviewed	JO
02/01/2022	All	Policy Review	JO
02/01/2023	All	Policy Review	JO

Equal Opportunities, Diversity and Dignity at Work Policy

Purpose and scope

The purpose of this policy is to ensure fairness for all employees and for everyone to understand their own responsibilities.

The Company has a duty of care to all its employees, and is fully committed to a policy of non-discrimination, and will at all times, treat all its full time and part time employees, and all job applicants fairly and equally, and in compliance with the relevant UK legislation such as the Equality Act 2010.

Equal Opportunities Policy

D & M Building Services Ltd recognises that everyone has a contribution to make to our society and a right to equal opportunity. No job applicant or employee, member, volunteer or organisation/individual to which we provide services will be discriminated against by us on the grounds of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality and national origin)
- religion or belief (including philosophical belief)
- sex
- sexual orientation

We aim to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:

- Opposing all forms of unlawful and unfair discrimination.
- All employees (whether part-time, full-time or temporary), volunteers, members, and beneficiaries will be treated fairly and with respect.
- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All selection/rejection decisions will be recorded.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the Managing Director.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff, volunteers, members and beneficiaries are recognised and valued.
- Every employee, volunteer, member and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff/volunteers.
- Equality is good management practice and makes sound sense. Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceeding.
- This policy is fully supported by the company management.
- The policy will be monitored and reviewed annually. The successful implementation of this policy depends on the awareness and commitment of all staff and members of the management committee. Hence, all new staff and

members of the management committee will be made aware of its existence on joining the organisation, and reminded they must conform to it on a regular basis.

Communication:

The responsibility for ensuring the effective communication and implementation of the policy rests primarily with the Managing Director but with support from other senior members of staff.

To ensure this policy is communicated effectively to all staff members we will hold annual toolbox talks and for new staff it will be explained as part of the company induction training.

Signed by of company



2/1/2023

Mr. David Llewellyn
Managing Director

	Signature	Position	Date
Prepared by	Mr John Oliver	Health, Safety & Quality advisor	11/01/2011
Reviewed by	Mr John Oliver	Health, Safety & Quality Advisor	02/01/2023
Approved by	Mr David Llewellyn	Managing Director	02/01/2023