



EQUALITY AND DIVERSITY POLICY

Ref: Equality & Diversity
Policy
Issue: 2
Date: April 12

The purpose of this document is to make a clear statement of the commitment of Shed Grounds Maintenance to equality and diversity in employment.

THE VISION FOR EQUALITY AND DIVERSITY

Shed Grounds Maintenance aspires to become an exemplary equality and diversity employer, where all employees can fully contribute to the aims of the organisation.

Shed Grounds Maintenance will strive to create an environment where diversity is truly welcomed and valued, and will be promoted in all aspects of employment, including when employees come into contact with customers, suppliers, sub-contractors and members of the public.

AIMS

- Promote equality and diversity in all employment policies and practices.
- Develop and maintain fair and effective employment policies and practices which ensure that no job applicants or employees, are unfairly discriminated against, or receive less favourable treatment than others.
- Recruit and retain a workforce that reflects the diversity of the local community.
- Develop all employees to enable them to make a full contribution to their role within Shed Grounds Maintenance.
- Manage performance and reward employees, fairly and consistently.
- Consider the diverse needs of all employees, within the context of their job, to enable them to make a full contribution to their role.
- Develop an 'inclusive' culture that welcomes, and values, the differences of all employees.
- Create an environment where all employees are treated fairly and with dignity and respect.

OBJECTIVES

In order to achieve our aims as an exemplary equality and diversity employer, we will: -

- Integrate equality and diversity into all aspects of our work.



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- Encourage a working environment where employees are open and honest, listen to and respect each other, recognise, and value, the differences between individuals.
- Not tolerate discrimination, harassment, bullying or victimisation on any grounds.
- Develop and review policies and practices, guided by relevant legislative requirements, to ensure that no job applicant, employee, or contractor is unfairly discriminated against, or receives less favourable treatment.
- Regularly monitor and assess Employment Policies and Practices.
- Strive to ensure that no individual is disadvantaged by the application of any rule, condition or requirement that cannot be justified in relation to the job, e.g. unjustifiable age criteria, or as a requirement of the law.
- Make reasonable adjustments, under the requirements of the Disability Discrimination Act 1995. For example, reasonable adjustments to Employment Practices, or working arrangements, alterations to premises, provision of equipment or aids.
- Make efforts to retain employees who acquire a disability during the course of their employment with Shed Grounds Maintenance.

PROCEDURE

- Any person who suffers or believes they have suffered discrimination is to report this to the Managing Director. The matter will be dealt with under the Grievance Procedure.
- All employees are hereby instructed that discrimination will not be tolerated and perpetrators will be dealt with under the Disciplinary Policy and Procedure. This includes anyone who becomes aware that discrimination is taking place but does not report it to the Managing Director.
- Employees should also note that discrimination can constitute Gross Misconduct.
- Employees are also to note that jokes and derogatory comments about gender, race, nationality, disability, sexual orientation etc. are discriminatory and will be dealt with under the Disciplinary Policy and Procedure.



SCOPE OF THE POLICY

This policy applies to: -

- All employees of Shed Grounds Maintenance, both permanent and temporary.
- Prospective employees of Shed Grounds Maintenance, in terms of Recruitment and Selection.
- Contractors, whilst under contract to Shed Grounds Maintenance.

This policy applies to our day-to-day dealings with one another, and actions in the following areas: -

- Recruitment & Selection.
- Promotion and job changes.
- Performance and Reward Management.
- Learning and Development.
- Career Management processes.
- Grievance/Disciplinary Procedures.
- Retirement and Redundancy.
- All events and functions organised by Shed Grounds Maintenance.
- Any other employment matter in which fair treatment of existing or prospective employees could be at issue.

This policy applies to employees not only whilst at work, but also in their out of work activities, insofar as these relate to employees, customers and suppliers of Shed Grounds Maintenance or as regards any effect on employees' relationships in the workplace or Shed Grounds Maintenance's public relations.

RESPONSIBILITIES

The Managing Director has overall responsibility for ensuring the implementation and monitoring of this policy.

All employees of Shed Grounds Maintenance are responsible for ensuring that they behave in line with the Equality and Diversity Policy. Breaches of this policy will be dealt with under the Disciplinary Policy and Procedure.

Date: 4th January 2024

Date of next Review: 4th January 2025