



**Shed Grounds Maintenance Ltd** is committed to responsible practices in the area of human rights and working conditions.

This policy confirms our commitment to respect the fundamental rights and freedoms in accordance with The Human Rights Act 1998. Our support for these fundamental principles is reflected in our policies and practices regarding employees, suppliers, customers and the areas in which we operate.

## **OUR EMPLOYEES:**

We believe that our employees should be treated with respect and dignity and work in an environment that is free from harassment and unlawful discrimination. Our commitment to respect human rights is manifested in our Employee Handbook and HR Policies and procedures, specifically:

- We will not employ workers under the legal minimum age for work as stipulated by the Employment Act 2008.
- We will not make use of any forced labour or debt-bondage labour in accordance with the Modern Slavery Act 2015.
- We will not discriminate against any person based on their protected characteristics and will uphold Article 14 of the Human Rights Act 1998 in respect of protection from discrimination.
- Any disciplinary matter will be dealt with through formal procedures detailed in the Employee Handbook. • Working time directives will be adhered to as per the Working Time Regulations 1998 with opt-out clauses publicised to staff.
- Wages paid for standard working hours will meet or exceed national minimum wage or living wage levels as appropriate.
- All employees should be able to work in an environment that is free from discrimination, victimisation, harassment, bullying and that all employees should be treated fairly and with dignity.
- There is a clear policy for dealing with grievances detailed in the Employee Handbook.

## **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.



## Human Rights & Working Conditions Policy

Ref: Equality &  
Diversity Policy  
Issue: 2  
Date: August  
2023

- 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.
- 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.

The **Employee Handbook** is periodically reviewed and amended where appropriate to ensure that it continues to reflect best practice and legal requirements. An external consultancy has been engaged to ensure the Company is updated as to any new legislation. Employees are expected to uphold these standards and are encouraged, via regular meetings, to raise issues and report suspected violations of applicable laws, regulations and policies.

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

### OUR SUPPLIERS:

We strive to promote adherence to Human Rights principles detailed above throughout our supply chain. We see our relationships with our suppliers as an opportunity to share best practice and through open communication, to promote mutual, continual learning and improvement with respect to human rights.



### **OUR CUSTOMERS:**

We are continually working to build and maintain relationships with organisations that share our commitment to upholding and implementing the fundamental principles of Human Rights and strive to promote best practice within our sphere of influence. We openly welcome inspection and auditing processes to ensure we continue to develop a robust and transparent Human Rights Policy.

### **RESPONSIBILITIES**

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

Date of Review: 1<sup>st</sup> August 2023

Next Review: 1<sup>st</sup> April 2024

COPYRIGHT