

Equal Opportunities and Diversity Policy

INTRODUCTION

- 1) We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. In line with government legislation regarding the Equality Act 2010, the aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment but instead feels valued, respected and included.
- 2) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees, workers and self-employed contractors are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, promotion and termination of employment. These areas are monitored and policies and practices are amended, if necessary, to ensure that no unfair, unlawful, intentional or unintentional, direct or indirect, overt or latent discrimination exists.
- 3) The Managing Director has overall responsibility for implementing and monitoring the Equality and Diversity Policy. Management is responsible for ensuring that personnel policies and procedures are administered with the objective of promoting equality of opportunity, fairness, inclusion and respect, and eliminating unfair or unlawful discrimination.
- 4) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the company.
- 5) 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 implementing this policy lies with the Managing Director and management, all managers, supervisors, employees, workers and contractors have a responsibility to treat others with dignity, fairness and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the company.
- 6) PJ Mear Limited is committed to promoting fairness, inclusion and respect throughout the organisation. We recognise that a diverse workforce and an inclusive working environment can contribute positively to the success of the company and the wellbeing and development of our employees, workers and contractors.

OUR COMMITMENT AS AN EMPLOYER

- 1) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- 2) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity, fairness and respect to all. No form of intimidation, bullying, harassment, victimisation or discrimination will be tolerated.
- 3) Training, development and progression opportunities are available to all staff based on their individual abilities, skills, experience and suitability for the role or opportunity.
- 4) Equality in the workplace is good management practice and makes sound business sense.
- 5) We will regularly review all our employment practices and procedures to ensure fairness and to identify and address any actual or potential discriminatory practices.

- 6) We will promote an inclusive working environment in which employees, workers and contractors are encouraged to raise concerns regarding equality, diversity, bullying, harassment or unfair treatment without fear of victimisation.
- 7) Where reasonable adjustments are required to support disabled employees, workers, applicants or service users, these will be considered and implemented where reasonably practicable.
- 8) We will ensure that equality, diversity, fairness, inclusion and respect are considered when making decisions which affect our employees, workers, contractors and applicants.

OUR COMMITMENT AS A SERVICE PROVIDER

- 1) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- 2) We will make sure that our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients wherever reasonably practicable.
- 3) We will treat clients, customers, suppliers, subcontractors and other business contacts fairly, with dignity and respect, and will not tolerate discrimination, bullying or harassment in our dealings with them.
- 4) This policy is fully supported by senior management and has been agreed with employee representatives where applicable.
- 5) This policy will be monitored and reviewed annually, or sooner where there is a significant change in legislation, company operations or other circumstances which may affect its effectiveness.
- 6) We have clear procedures that enable our clients, candidates for jobs, employees, workers and contractors to raise a grievance or make a complaint if they feel they have been unfairly treated.
- 7) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

RESPONSIBILITIES FOR EQUALITY, DIVERSITY, FAIRNESS, INCLUSION AND RESPECT

Managing Director

The Managing Director has overall responsibility for ensuring that this policy is implemented, maintained and reviewed. The Managing Director will ensure that the company complies with applicable equality legislation, and that appropriate resources and arrangements are in place to promote equality, diversity, fairness, inclusion and respect.

Management

Management is responsible for implementing this policy within their areas of responsibility and for ensuring that employment and operational practices are carried out fairly and without unlawful discrimination. Managers will respond appropriately to any concerns or allegations of discrimination, bullying, harassment or victimisation.

Supervisors

Supervisors are responsible for promoting equality, diversity, fairness, inclusion and respect within their teams. They must challenge inappropriate behaviour where it occurs and report or escalate concerns in accordance with the company's procedures.

Employees, Workers and Contractors

All employees, workers and self-employed contractors have a responsibility to comply with this policy and to treat colleagues, clients, suppliers, subcontractors and other persons with dignity and respect. Individuals must not discriminate against, bully, harass or victimise another person.

Recruitment and Selection

Those involved in recruitment and selection are responsible for ensuring that applicants are assessed fairly and objectively against the requirements of the role and that discriminatory criteria or practices are not used.

Training and Development

The company will seek to ensure that employees have appropriate access to training and development opportunities and that decisions regarding training and career development are made fairly and without unlawful discrimination.

Reporting Concerns

All individuals are encouraged to raise concerns where they believe that discrimination, bullying, harassment, victimisation or other unfair treatment has occurred. Concerns will be treated seriously, dealt with sensitively and investigated where appropriate.

Monitoring and Review

The effectiveness of this policy will be monitored through management review, consideration of complaints or concerns raised, and review of relevant employment and operational practices. Where an issue or potential area of discrimination is identified, appropriate action will be taken to address it.

SUBCONTRACTORS AND SUPPLY CHAIN

- 1) PJ Mear Limited expects subcontractors, suppliers and other business partners to comply with applicable equality, diversity and anti-discrimination legislation.
- 2) Where appropriate, the company will consider equality, diversity, fairness, inclusion and respect as part of the selection and review of subcontractors and suppliers.
- 3) We will not knowingly engage or continue to work with organisations where there is evidence of unlawful discrimination or other serious breaches of equality legislation, subject to the circumstances of the individual case and any appropriate corrective action.
- 4) Where appropriate, subcontractors and suppliers will be expected to support the principles set out within this policy when working on behalf of PJ Mear Limited.

POLICY STATEMENTS

AGE

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, training, development, and promotion opportunities
- challenge discriminatory assumptions about younger and older people

DISABILITY

We will:

- consider reasonable adjustments for disabled employees, workers, contractors, applicants and service users where appropriate
- challenge discriminatory assumptions about disabled people
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting, and sign language interpretation where reasonably practicable

RACE

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents
- actively promote race equality in the company

GENDER

We will:

- challenge discriminatory assumptions about women and men
- take appropriate action to address the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, employment, training and pay, and encourage other organisations to do the same

- provide support to prevent discrimination against transgender people and individuals who have undergone, are undergoing, or propose to undergo gender reassignment

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of the LGBTQ+ community
- promote positive and respectful treatment of the LGBTQ+ community
- challenge discrimination, bullying, harassment or victimisation on the grounds of sexual orientation

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others
- challenge discrimination or harassment relating to religion or belief

PREGNANCY OR MATERNITY

We will:

- ensure that people are treated with respect and dignity and that a positive and supportive environment is promoted regardless of pregnancy or maternity
- challenge discriminatory assumptions about the pregnancy or maternity of our employees
- ensure that no individual is disadvantaged and that we take account of the needs of our employees during pregnancy, maternity leave and their return to work

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership
- challenge discriminatory assumptions about the marriage or civil partnership of our employees
- ensure that no individual is disadvantaged because of their marriage or civil partnership.

EX-OFFENDERS

We will:

- ensure fair treatment and prevent discrimination
- comply with the Rehabilitation of Offenders Act 1974 and other applicable legislation
- consider individuals on the basis of their suitability for the role and any lawful requirements relating to their employment

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work, or work of equal value
- ensure that pay and benefits are not unfairly or unlawfully influenced by a protected characteristic
- review pay arrangements where appropriate to identify and address any unjustified differences

COMPLAINTS, GRIEVANCES AND BREACHES OF POLICY

- 1) Any employee, worker, contractor, applicant, client or other person who believes that they have experienced discrimination, bullying, harassment, victimisation or other unfair treatment is encouraged to raise the matter through the appropriate company grievance or complaints procedure.
- 2) All complaints will be treated seriously and, where appropriate, investigated promptly, fairly and sensitively.
- 3) No individual will be victimised for raising a genuine concern or complaint regarding equality, diversity, fairness, inclusion or respect.
- 4) Where a breach of this policy is established, appropriate action will be taken. For employees, this may include disciplinary action in accordance with the company's disciplinary procedure.

MONITORING AND REVIEW

- 1) The Managing Director will ensure that this policy is reviewed at least annually to assess its continued suitability, effectiveness and compliance with current legislation and good practice.
- 2) The company will consider any complaints, incidents, changes in legislation, employment practices or other relevant information when reviewing the policy.
- 3) Where the review identifies areas requiring improvement, appropriate action will be taken, and the policy will be amended where necessary.
- 4) The principles of this policy will be communicated to employees, workers and contractors as appropriate and will be made available to relevant parties.



Michael Lyon
Managing Director

7th August 2026