

Evans Jones Ltd - Equality and Diversity Policy

Evans Jones are committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We are also committed to the prevention of unlawful discrimination against our customers or members of the public in the delivery of our services and the management of our premises.

This policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

We are committed to:

- encouraging equality and diversity in the workplace as they are good practice and make business sense
- creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment starts with the Directors but extends to all other employees. Where any employee has any doubts as to their rights and responsibilities Directors will fully support any necessary training. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of our work activities

Such acts will be dealt with as misconduct and dealt with using our standard grievance and/or disciplinary procedures, and any appropriate action will be taken subject to due process.

- making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitoring annually the success and effectiveness of the equality policy to include assessing how the policy is working in practice, reviewing it annually, and considering and taking action to address any issues

This equality policy is fully supported by the Directors who re-confirm that unlawful discrimination of any kind within the working environment will not be tolerated and positive action will be taken to prevent its occurrence and to deal with any alleged incident of unlawful discrimination.

A handwritten signature in black ink that reads 'Jones'. The signature is written in a cursive style with a large, looped 'J' and a horizontal line underneath the letters.

David Jones

Managing Director