



Health, Safety and Welfare Policy

Equality & Diversity Policy Statement

Equality & Diversity Policy

M Gaze & Co Ltd is committed to fairness and equality for all and we operate with professionalism, integrity, and openness. We believe that everyone is entitled to be treated with respect, regardless of their age, colour, disability, ethnicity, ethnic or national origin, nationality, gender, race, sexual orientation, marital, civil partnership or transgender status, religion or belief.

The aim of this policy is to ensure that our policies and procedures do not knowingly create an unfair disadvantage for anyone, directly or indirectly. We will comply with various regulations, and especially the relevant laws, statutory codes and other regulations, including EC Directives. Bullying, harassment, victimisation of any group or individual will not be tolerated.

Collective and Personal Responsibility

Directors, Managers and employees have a responsibility to ensure that this policy is put into practice. We require a commitment from all employees to ensure that their action does not lead to unlawful discrimination.

A copy of this policy is given to all employees and others, who are regularly reminded of their responsibilities under this policy. We provide appropriate training and consultation methods for employees to ensure the effectiveness of the policy.

The implementation of our Equality and Diversity Policy is the responsibility of all Managers and employees. The responsibility for overseeing the effectiveness of this policy rests with the Managing Director.

We work with a wide variety of organizations and individuals, such as associates, sub-contractors, suppliers and customers. We seek their support and co-operation to adhere to this policy.

Sanctions

Deliberate acts of unlawful discrimination by direct or indirect employees, including victimisation, instruction or pressure to discriminate, will result in serious discipline, including dismissal of employees and termination of contracts with associates and other contractors.

Policy Implementation

This policy applies to all areas of our work, and especially in the following areas: -

Employment

Employees, associates and sub-contractors will be chosen on their ability to carry out work.

In particular, employees will be chosen according to fair recruitment processes, summarized as:

- Encouraging a wide range of potential applicants by advertising widely and actively promoting disadvantaged groups to apply.
- Ensuring that the job descriptions and person specifications give clear and objective criteria to assess the necessary abilities, knowledge, skills and qualifications.
- Interviewing in an appropriate manner, ensuring that all candidates are assessed against objective criteria only and treated with respect and courtesy.

Additional responsibilities apply to those who recruit and or manage employees to ensure that our terms and conditions of employment, including access to training, development and promotional opportunities, and other benefits, do not unlawfully discriminate against any groups or individuals.

We recognise the rights of all employees to be treated as individuals and as a result, recognise that working environments and practices may need to respond to individual or group needs.

Awarding Contracts

We will ensure that our moral and legal obligations to promote fairness when awarding contracts to associates and sub-contractors are put into practice. Decisions will be based on objective criteria to assess the contractors' ability to carry out work to required standards, timescales and budgets.

Monitoring and Evaluation

We will regularly monitor the effectiveness of this policy. This will be done in a number of ways, including: -

- Assessing the policy to ensure compliance with law and statutory codes of practice;
- Review of policies and procedures for moral and legal compliance;

Information in the following areas will be collected and analysed by gender, age, disability and ethnicity and grade and section: -

- Job applicants;
- Successful candidates;
- Internal transfers;
- Average pay and annual salary increase;
- Complaints (if any) on unfair treatment, victimization, harassment or bullying;
- Contracts awarded to associates and sub-contractors.

Information collected will be fully assessed to identify changes required in policy or practice, and appropriate action will be taken.

Signature:



Mitchell Gaze – Director (Responsible for Health & Safety)

Date: 1st March 2024

Review Date: 28th February 2025