

Equality, Diversity and Inclusion Policy

GM Floor Screeds Ltd is committed to encouraging equality, diversity, and inclusion 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. Within our business providing goods and/or services and/or facilities we are also committed to ensuring against unlawful discrimination of customers and the public.

Policy Objectives

To provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.

In line with the Equality Act 2010, protected characteristics included (but not limited to):

- Age
- Disability
- Gender
- Marital status
- Pregnancy including maternity or paternity rights
- Nationality
- Race
- Ethnic and national origin
- Religion or beliefs
- Sexual orientation

GM Floor Screeds Ltd also want to ensure avoidance with all forms of unlawful discrimination including (but not limited to):

- Pay and benefits
- Terms and conditions of employment
- Dealing with grievances and discipline
- Dismissal redundancy
- Leave for parents
- Requests for flexible working
- Selection for employment, promotion, training, or other developmental opportunities

Discrimination occurs in different ways, some more obvious than others. Discrimination on the grounds of any of the Protected Characteristics is prohibited by law, even if unintentional, unless a particular exception occurs.

The Commitment

1. Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense. Enable all staff to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment, or victimisation.

2. Create 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 includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. 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

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 - which is not limited to circumstances where harassment relates to a protected characteristic is a criminal offence.

4. Make 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.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy in the workplace is fully supported by senior management and is a collective task shared between the Employer and all its staff. Therefore, it applies to all irrespective of seniority, tenure, and working hours. All have a responsibility to ensure compliance, to always treat colleagues with dignity and respect. To not discriminate against or harass other members of staff, visitors, clients, customers, suppliers, and former staff members.

Management/staff who are involved in recruitment, selection, promotion, training, and other aspects of career development have special responsibility for leading by example and ensuring compliance. They will ensure that their own behaviour complies in full, with this policy. Promote the objective of equal opportunities and the values of the policy. Ensure that any complaints of victimisation, discrimination, or harassment are dealt with appropriately and are not suppressed or disregarded.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the GM Floor Screeds Employee handbook. This includes with whom an employee should raise a grievance. Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

GM Floor Screed Ltd

Reviewed and amended on 30/04/24

Due for review on 29/04/25

