

## Equal Opportunities and Diversity Policy

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### Introduction

Concept Interiors Management Ltd, in publishing this policy on equal opportunity confirms our commitment to equal opportunity. This policy is intended to prevent discrimination and to attract the best employees.

This policy relates to all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

We will endeavour to:

- Comply with the requirement of the Equality Act 2010.
- Attract applications from all sections of society irrespective of race, gender, marital/civil status, age, disability, religion or belief, colour, national origin or sexual orientation and ensure fair treatment throughout the recruitment process.
- Improve performance in the job, develop skills and prepare all individuals for other roles and responsibilities through effective appraisal and training.
- Ensure that employment decisions are based on business needs and the individual's ability to do a job.
- Identify the various behaviours and barriers that discrimination can take and understand the negative effect these can have on the company and our employees and clients.
- Monitor the application of this policy.

### Responsibility

This Equal Opportunities and Diversity Policy will be implemented throughout the company – therefore commitment is necessary from all employees.

Directors and Senior Managers are responsible for ensuring that this policy is implemented and communicated to all existing staff as well as new staff on their employment.

This will be achieved through new starter induction and continuation training. Directors and Senior Manager will promote a professional and positive work environment by ensuring that this policy is put into practice by challenging behaviour, actions or decisions that breach the policy.

All individual employees have a responsibility to comply with this policy and to be aware of the various behaviours and barriers that discrimination can take, and to understand the negative impact these can have on the company and colleagues. All employees must co-operate with Concept Interiors Management Ltd in the elimination of any discriminatory practices which may be identified, and any instances of apparent discrimination must be reported immediately to a Director.

### Unlawful Discrimination

It is unlawful to discriminate against people at work on the grounds of their sex, sexual orientation, status as a married person or a civil partner, race, colour, age, nationality, ethnic origin, religion, political or other beliefs or because of a disability, pregnancy or childbirth, subsequent maternity leave, part-time or home workers.

Concept Interiors Management Ltd will comply with all relevant legislation and no individual will be unjustifiably discriminated against.

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### Age

Concept Interiors Management Ltd is fully committed to promoting age diversity.

In valuing the contribution of our employees, regardless of age, we will seek to eliminate age 'stereotyping' and discrimination on the basis of age. Employees will be assessed on the basis of their skills, ability and potential, not their age. This means that employment opportunities and personal/career development will be available, irrespective of a person's age.

This will involve:

- Basing employment decisions on objective, job-related criteria.
- Encouraging employees of all ages to develop their careers.
- Ensuring that employees of all age groups participate in training and have the chance to improve their skills and experience.
- Avoiding assumptions about the physical abilities and career intentions of older job applicants or employees.

The Employment Equality Regulations 2010 covers people of all ages. It is unlawful to discriminate against young workers as well as against older workers. There is no statutory upper age limit on the right to claim unfair dismissal or to receive redundancy payments. The default retirement age is 65, making compulsory retirement below 65 unlawful unless objectively justified. In addition, all employees have the right to request to work beyond 65 (or any other retirement age set by the company) and the company will give such requests consideration.

### Equal Pay

Men and women doing equal work and work rated as of equal value are entitled to equal pay.

### Race, Religion or Belief

Concept Interiors Management Ltd recognises it is unlawful to discriminate against a job-seeker, worker or trainee on the grounds of race, colour, nationality and ethnic or national origins or because of their religion or belief or lack of religion or belief. We are sensitive to the cultural and religious needs of employees and will make provision to accommodate any formal requests that are made.

### Disability

Concept Interiors Management Ltd recognises its responsibility towards disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by:

- Recognising the wealth of talent and skill possessed by disabled people.
- Interviewing all disabled job applicants who meet the minimum selection criteria for a job vacancy and consider them on their abilities.
- Ensuring that all disabled employees are smoothly and effectively inducted into the company.
- Identifying and providing any 'reasonable adjustments' to working arrangements or the working environment necessary for the effective performance of their job.
- Making every effort to retain employees who become disabled whilst in the employment of the company.

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### Monitoring

Concept Interiors Management Ltd will maintain records of the age, race, gender, marital/civil partnership status, and disability of job applicants and existing employees. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated and any discriminatory practices identified and eliminated.

### Bullying and Harassment

All staff will expect to be treated with dignity and respect whilst at work and have an equal responsibility to treat their colleagues similarly.

We are committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation.

### Grievances

Any employee who feels they have not been treated in accordance with this policy must make a complaint to a Director. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff is found to have breached this policy they may be subject to disciplinary action, which could result in dismissal.

### Review

Mr Mark Saunders will monitor the implementation of this policy. This policy statement will, as a minimum, be reviewed on an annual basis and updated as necessary.

Signed:



Mark Saunders  
Director

Date:

09/12/2022

Next Review Date:

09/12/2023