

## **EQUALITY & DIVERSITY STATEMENT**

Stanway Interiors Limited is a construction services Organisation delivering fit out services and a range of specialist solutions. The Organisation is committed to eliminating discrimination and encouraging equality and diversity in all of our business activities, including the provision of services and employment. This commitment to diversity underpins all our policies and practice. The Organisation seeks to maintain a positive working environment in which we respect each other, our employees, clients and suppliers.

It is the policy of the Organisation that there shall be no discrimination or less favourable treatment of any person because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability (both physical and mental) or age, pregnancy or trade union membership or the fact they are a part-time worker or a fixed term employee. This policy applies to all who work at Stanway Interiors Limited. The policy applies equally to the treatment of our supply chain, applicants, visitors and clients by our staff and the treatment of our staff by these third parties.

The Organisation commits to engage, promote, and train staff on the basis of their capabilities, qualifications and experience without discrimination. The Organisation will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, training and development, transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy. All employees will receive equal opportunity to progress within the Organisation, and the Organisation wishes to ensure that it has access to the widest labour market. The Organisation will not tolerate direct or indirect discrimination, victimisation or harassment, whether intentional or unintentional. In the event of any of the above occurring, disciplinary action will be taken which may result in dismissal.

The Directors and Senior Managers of the Organisation fully support this policy statement. Those working at a management level have a specific responsibility to set an appropriate standard of behaviour. In addition, all employees have a personal responsibility to treat all customers, suppliers, the public and colleagues with understanding and respect. All employees are responsible for the success of this policy and are expected to play their part in achieving its objectives

### **In order to put this policy of Equality and Diversity into practice, the following principles will apply:**

- Recruitment and selection. Selection criteria are reviewed regularly to ensure that they are justifiable on non-discriminatory grounds.
- Selection is based on the competencies relevant to the job and the applicants' experience in relation to those criteria.
- We consider requests for flexible working from all employees and job applicants.
- We record the reasons for selection and rejection of applicants to ensure a fair and consistent process.
- We will raise awareness of equality and diversity among all our employees so that they may recognise and take an active role against all forms of discrimination and harassment through the issue of this policy and associated Tool Box Talk training.