



## **Equal Opportunities and Dignity at work**

### **Our Commitment**

- To take all reasonable steps to ensure that individuals are treated fairly in all aspects of their employment which includes any employment offer, terms of employment and opportunities such as training and promotion.
- To treat all employees fairly on the basis of their experience, abilities and qualifications, without regard to any protected characteristic.
- To create an environment in which individual differences and the contributions of all our staff are recognized and valued.
- To provide a work environment in which all employees are treated with respect and dignity and that is free of intimidation, bullying and harassment.
- To take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against an employee.
- To promote fairness and equality in the workplace which we believe is good management practice and makes sound business sense.

### **Employee Commitment**

- Employees have a duty to co-operate with the Company to prevent discrimination, harassment or bullying.
- Employees must draw attention of their line manager to suspected discriminatory acts or practices or suspected cases of bullying or harassment.
- Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment.
- Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation.
- Serious breaches of this equal opportunities and dignity at work policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

### **Recruitment, advertising and selection**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. The Company is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experience people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

- Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the number of applicants who have a particular protected characteristic.
- Avoid prescribing any unnecessary requirements which would exclude a higher proportion of applicants who have a particular protected characteristic.
- Where vacancies may be filled by promotion or transfer, publish these to all eligible employees in such a way that they do not restrict applications from employees who have a particular protected characteristic.

With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.



### Training and development

The company is committed to the training and development of all employees and supporting all employees to realise their full potential. Access to training is provided based on need. Training and development opportunities are offered on a fair basis to all employees in line with our equal opportunities policy. The company ensures that no employee receives less favorable treatment or consideration on the grounds of any protected characteristic.

### Reporting complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially, and speedily.

Signed 

For and on behalf of JLES Group Limited  
Paul Tomlinson  
Director

Date 06/03/2023

Review Date MARCH 2024