



Ashbrook – Equal Opportunities Policy

1. Introduction

The Company is committed a policy of equal opportunities for all existing and potential employees, customers and suppliers.

Our intention is to ensure everyone is treated equally regardless of their gender, sexual orientation, race, colour, ethnic origin, nationality, disability, religious or political beliefs or age.

This policy seeks to ensure that all employees, whether full time, part time or temporary, have the right to work in an environment free from discrimination, prejudice and all forms of bullying or harassment.

Any employee who considers their rights under this policy have been breached may raise a complaint in accordance with the guidelines detailed in the Company grievance procedure.

2. Company Responsibilities

The Company will actively take steps to ensure that factors such as gender, sexual orientation, race, colour, ethnic origin, nationality, disability, religious beliefs, marital status and age are disregarded for the purposes of:

- Recruitment
- Promotion
- Discipline & Grievance
- Training
- Appraisals
- Redundancy

The above list is not exhaustive and this policy applies to all situations where there is potential to discriminate against an individual for any of the reasons stated above.

Furthermore, the company will take pro-active steps to promote equal opportunities through the design and delivery of these processes.

All employees will be helped and encouraged to develop to their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Additionally, the Company will not tolerate any racial, sexual, physical, mental harassment or bullying in the workplace, or at functions connected to the workplace. Any such discrimination will be regarded as misconduct. It will be fully investigated and, if proven, could result in dismissal.

3. Employee Responsibilities

Each and every employee is expected to:

- Respect and adhere to this policy
- Treat fellow employees with respect and dignity
- Ensure their own behaviour does not cause offence or distress
- Report any incidents, or behaviour, which contravene this policy to their line manager or an appropriate level of management where sensitivity or confidentiality is an issue.

4. Breaches of Policy

This policy applies to all Company Employees regardless of their position in the organisation. Each has a personal responsibility to adhere to, and apply, this policy in their dealings with existing, and potential, employees as well as our customers and suppliers.

Any behaviour, or conduct, which is deemed to contravene this policy, will result in disciplinary action being taken against the alleged offender.

5. How to Make a Complaint

Any employee who feels they are, or have been, discriminated against should raise a complaint through the Company's Grievance Procedure.

On behalf of Ashbrook:



James Ashbrook

Date: 7th March 2022 Review Date: 7th March 2023