



Equality and Diversity Policy

1. Overview

JFE Attridge Scaffolding Ltd believes in equality, diversity and respect for all and recognises the value of an inclusive environment. We will ensure that all employees and users of services we provide are valued as individuals and are treated fairly and with respect.

Directors will ensure that employees are provided with an environment where they are able to work free from harassment or intimidation, and where regard is paid to their individual needs.

The policy covers our employees, visitors, customers, and supply chain partners.

The policy will be reviewed annually.

2. Scope

This policy encompasses the nine Protected Characteristics identified in the Equality Act 2010.

- age;
- race (which includes colour and ethnic/national origin);
- disability;
- religion or belief;
- sex;
- gender reassignment;
- pregnancy or maternity;
- sexual orientation; and
- marital or civil partnership status.

The company is committed to ensure the users of this policy are treated with dignity and respect. To achieve this, we will:

- recruit people based on relevant and applicable skills and ability.
- promote equality of opportunity and diversity awareness within our company.
- treat everyone fairly, with dignity and respect at all times.
- value people and their differences and enable all of our people to achieve their full potential in an inclusive environment.
- ensure that our staff understand equality and diversity issues through awareness training.
- take effective action to eliminate discrimination, prejudice, harassment, bullying and victimisation.

- commit to delivering our services to our customers in a fair, equal, inclusive and non-discriminatory way.

3. Discrimination

Discrimination can be described as:

- **direct discrimination:** this is when somebody is treated less favourably because of a protected characteristic than somebody else has been, or would have been, in identical circumstances.
- **indirect discrimination:** this is when a group of people with one of the protected characteristics (subject to exceptions) is put at a disadvantage by a provision, criterion or practice applied to all staff unless the treatment is justified for a good business reason.
- **harassment:** this is when a hostile, humiliating, degrading, intimidating or similarly offensive environment is created in relation to a protected characteristic. We also consider it harassment for a worker to be subjected to uninvited conduct related to a protected characteristic that — as an intended or unintended consequence — violates their dignity.
- **victimisation:** this occurs when a worker has complained about harassment or discrimination, or supported a colleague in their complaint, and is then treated less favourably as a result.

4. Our Standards

Our employees are expected to accept personal responsibility for implementing and adhering to the principles of this policy. Our employees have a responsibility to behave in a way that is not offensive to others and to encourage others to do the same.

It is the manager's responsibility to lead by example and ensure this policy becomes a reality in the workplace, taking preventative measures to stop any form of inequality or harassment.

Should an individual believe they are a victim of discrimination, harassment or unfair treatment they should raise their concerns through the Grievance policy.

Any individual who fails to adhere to the Equality and Diversity policy may be subject to disciplinary action through the Disciplinary policy.

5. Recruitment and Selection

The company is an equal opportunities employer. Recruitment and selection are key activities where equality of opportunity is important and where discrimination must be avoided. We carry out all recruitment, promotion and other types of selection procedures, on the basis of merit, using non-discriminatory and, as far as possible, objective criteria.

Vacancies will be advertised in a place to widen the group of suitably qualified and experienced people, and to enhance diversity as appropriate.

Selection will be based on requirements which are necessary and justifiable for the effective performance of the job. Selection decisions will be based on merit and suitability.

6. Training and Development

The Company is committed to a continuing programme of action to make this policy effective and bring it to the attention of all employees.

All new starters will be provided with a copy of the Equality and Diversity policy which will be briefed at induction.

Staff will receive equality and diversity awareness training which will be refreshed regularly.

All employees will be given equality of opportunity and, where appropriate and possible, training will be available to staff based on individual and service need to enable them to progress both within and outside the company.

7. Monitoring

We may record and analyse information about equal opportunities within the workplace, and when you join the Company you give us consent to gather and process this data about you.

We use the information to make sure this policy is operating properly and refine it, to review the composition of the workforce, and to promote workplace equality.

James Attridge – Director

