

# EQUAL OPPORTUNITIES AND HARASSMENT POLICY



HIRE SOLUTIONS



This Equal Opportunities Policy Statement and the Harassment Policy are designed to implement the commitment of the Company to Equal Opportunities and the eradication of harassment. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the policies is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return to the Company and the employees.

If Equal Opportunities are not applied then valuable talent and potential are wasted. Moreover when unfair discrimination, harassment, bullying or victimisation takes place they bring about a climate of fear, insecurity and poor work performance. As well as being illegal it affects profitability and morale. It is therefore vital that every employee understands his or her responsibilities. Equal Opportunities is taken very seriously by the Company and wilful failure to apply the policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include your dismissal. The Equal Opportunities Policy Statement.

The Company seeks to employ a workforce which reflects the diverse community at large because the Company values the individual contribution of people irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin. The Company is committed to observe as far as possible the Equality and Human Rights Commission's Codes of Practice for Employment, Equal Pay, and Services, Public Functions and Associations.

All employees will be treated with dignity and respect. The Company will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.

The Company recognises its legal obligations including those under the Human Rights Act 1998 and the Equality Act 2010 including any subsequent amendments.

A handwritten signature in black ink that reads 'Douglas Anderson'.

**Douglas Anderson**

Joint Managing Director

A handwritten signature in black ink that reads 'Iain Anderson'.

**Iain Anderson**

Joint Managing Director

November 2023