

## ENVIRONMENTAL HEALTH & SAFETY

### POLICIES AND PROCEDURES

#### Equality & Diversity Policy Statement

#### 1. INTRODUCTION

Northwood Medway strives to be an equal opportunities employer. In particular, we aim to ensure that all employees, potential employees and other individuals receive equal treatment (including access to employment, training, and opportunity for promotion) regardless of their age, disability, race, religion, gender, marital or civil partnership status, belief (including lack of belief), sex and sexual orientation.

Northwood Medway will not tolerate discrimination in any form. As part of this, we will not accept indirect discrimination (where a provision, criterion or practice which is not discriminatory on its face has, in practice a discriminatory effect which is not justifiable), victimisation (where a person is subjected to a disadvantage for having complained about discrimination) or harassment on any grounds mentioned above.

#### 2. SCOPE

*Every member of staff is instructed that:-*

- There shall be no discrimination on account of age, colour, disability, ethnic or national origin, marital status, nationality, religion, race, sex or sexuality.
- Each employee has a personal responsibility for the practical application of the companies Equal Opportunities Policy which extends to the treatment of employees, customers, independent contractors and such other person or organisation with whom the company is concerned.
- Each employee involved in recruitment, selection, promotion and training of employees has a special responsibility for the practical application of the companies' Equal Opportunity Policy.
- Breaches of this policy – or actions undermining it – will be considered serious disciplinary matters and could, in some cases, lead to dismissal.
- In the case of any doubt or concern about the application of the policy in any particular instance, a member of staff or employee should consult either their line manager or the Managing Director.

#### 3. GENERAL

- Northwood Medway commits itself to the immediate investigation of any claim of discrimination on the grounds stated in the policy statement (as above) and, where such is found to be the case, a requirement that the practice cease forthwith.
- If an employee feels that they have suffered discrimination then, if appropriate, they should approach the relevant individual(s) to discuss and try to resolve the matter informally. It is recognised though that this will not always be possible or advisable, in which case the employee is encouraged to raise the matter with their line manager or the Managing Director.
- If an employee witnesses or observes an action which, in their opinion, breaches the terms of this policy, they are encouraged to raise the matter with their line manager or the Managing Director.
- Wherever possible, efforts will be made to identify and remove unnecessary barriers to meet needs of under-represented groups.

#### 4. RECRUITMENT AND SELECTION

- Selection criteria will be kept under review to ensure consistency with this policy.
- Wherever possible, more than one person will be involved in the selection interview and recruitment process.

#### 5. RESPONSIBILITY

- The co-operation of all employees is essential for the success of this policy. Overall responsibility for achieving its objectives and ensuring compliance with the policy, underlying legislation and related codes of practice lies with Northwood Medway Ltd. Each member of staff though has a personal responsibility to behave and act in such a way to observe the spirit and/or the specific provisions of the legislations upon which the policy is based.
- Northwood Medway Ltd is committed to a programme of action to make this policy fully effective.
- A copy of this policy will be given, upon appointment, to all employees and displayed on notice boards.

**This policy does not form part of a contract of employment.**



SIGNED:.....

KEITH POULTON – MANAGING DIRECTOR

*A copy of the Policy Statement may be forwarded to customers, etc. if requested to do so.*

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*Additional copies of the Policy Statement are available on request from  
Northwood Medway Ltd*

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