

### Introduction

It is H&V Building Services Limited policy to promote equality and diversity in all its activities to promote inclusive processes, practices, and culture. We will strive to avoid unlawful or unfair discrimination in all aspects of employment including recruitment, promotion, training, pay and benefits, discipline, and selection for redundancy. Employees are required to adhere to this policy to avoid committing unlawful acts of discrimination.

H&V Building Services Limited promotes equality and diversity for all irrespective of age, disability, sex, gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnicity), sexual orientation, religion, or belief, or because someone is married or in a civil partnership. These are known as 'protected characteristics'.

H&V Building Services Limited will also strive towards a culture that is diverse and inclusive that recognises and develops the potential of all staff.

We recognise the business benefits and opportunities of having a diverse community of staff who value one another and realising the contribution they can make to achieving H&V Building Services Limited vision.

### Training

H&V Building Services Limited will provide training in Equality and Diversity to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

H&V Building Services Limited may provide training to all existing and new employees and others engaged to work at H&V Building Services Limited to help them understand their rights and responsibilities and what they can do to help create a working environment free of bullying and harassment. H&V Building Services Limited may provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

### Responsibilities of Employees

Every employee is required to assist H&V Building Services Limited to meet its commitment to provide Equality and Diversity in the workplace and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, H&V Building Services Ltd for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under H&V Building Services Limited Company's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### Grievances

If you consider that you may have been unlawfully discriminated against, you may use H&V Building Services Limited Company's grievance procedure to make a complaint. H&V Building Services Limited will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

### Monitoring and Review

This policy will be monitored periodically by H&V Building Services Limited to judge its effectiveness and will be updated in accordance with changes in the law. In particular, H&V Building Services Limited will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, H&V Building Services will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

Any questions or concerns about the application of the policy should be referred to a Director.



Signed: .....

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On behalf of H&V Building Services Limited