

Equality, Diversity and Inclusion Policy

This policy applies to Gratte Brothers Group Limited and all of its subsidiary companies, which comprise of **Gratte Brothers Limited, Gratte Brothers Building Services Maintenance Limited, Gratte Brothers Security Management Limited, Gratte Brothers Catering Equipment Limited and Gratte Brothers Technical Services Limited.**

The company is committed to the principle of equal opportunity in recruitment and employment and eliminating unlawful discrimination.

The terms equality, diversity and inclusion are at the heart of this policy. Equality means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. Diversity means the celebration of individual differences amongst the workforce. Inclusion means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers, including agency workers and sub-contractors, are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, promotion and termination. These areas are monitored and policies and practices are reviewed if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our company as it seeks to develop the skills and abilities of its people. While specific responsibilities for eliminating discrimination and providing equality of opportunity lies with Managers and Supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principals are essential to eliminate discrimination and provide equality throughout the company.

Management will ensure that recruitment, selection, training, development, promotion and termination procedures result in no job applicant, employee or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability; sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; and age. In accordance with our overarching equal treatment ethos, we will also ensure that no one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed-term employee. The company's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

The company is committed to providing training for Managers and all other employees listed above in relation to their rights and responsibilities under this policy.

Any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities will be taken seriously and investigated thoroughly by the company. Such acts will be dealt with as misconduct under the company's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

On an ongoing basis, we will monitor the make-up of our employees regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability for the purpose of encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy.

Monitoring will also include assessing how this policy, and any supporting actions, are working in practice, reviewing them annually, and considering and taking reasonable steps to address any issues.

This policy will be communicated to all sub-contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

Management has the primary responsibility for successfully meeting these objectives by:

1. not discriminating in the course of engagement against employees, workers or job applicants;
2. not inducing or attempting to induce others to practice unlawful discrimination;
3. bringing to the attention of our workforce that they may be subject to action under the disciplinary procedures, or other appropriate action for unlawful discrimination of any kind;
4. creating an inclusive working environment by promoting dignity and respect for all;
5. recognising and valuing individual differences and the contributions of all staff.

You can contribute by:

1. not discriminating against fellow employees, workers, customers, clients, suppliers or members of the public with whom you come into contact during the course of your duties;
2. familiarising yourself with this policy and all other policies and procedures related to grievance, discrimination and harassment;
3. not inducing or attempting to induce others to practice unlawful discrimination;
4. reporting any discriminating action to your Line Manager;
5. the successful achievement of these objectives necessitates a contribution from everyone and you have an obligation to report any act of discrimination known to you;
6. if you consider that you are a victim of unlawful discrimination you may

raise the issue through the grievance procedure. Details of the company's grievance and disciplinary procedures can be found in the Employee Handbook, which is located in the HR section of the intranet.



Signed:

D Gratte
Group Managing Director