

## Company Policy Statement on Equal Opportunities & Diversity.

Pitkin & Ruddock Ltd is committed to achieving a working environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. This policy aims to remove unfair and discriminatory practices within the Company and encourage full contribution from its diverse community. This company is committed to actively opposing all forms of discrimination.

### **Objectives of this Policy.**

To reduce, stop and prevent all forms of discrimination.

To ensure that recruitment, promotion, training, development, assessment, redundancy and service provision are determined on the basis of capability, qualifications, experience, skills and productivity.

### **Designated Person.**

Sarah-Jane Ashford, Finance Director. Contact Telephone Number 01502 563629.

### **Definition of Discrimination.**

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. Discrimination may be direct or indirect.

### **Types of Discrimination.**

**Direct Discrimination:** This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation.

**Indirect Discrimination:** This is the application of a policy, criterion or practice to a person which the employer would apply to others but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer can not justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

### **Unlawful Reasons for Discrimination.**

Gender or Marital Status. Age. Disability. Race, Colour, Nationality and Ethnic Origin. Sexual Orientation. Religion or Belief.

### **Reasonable Adjustments.**

The Company will make reasonable adjustments to facilitate the employment of disabled persons or persons with learning difficulties.

### **Responsibility for the Implementation of this Policy.**

The co-operation of all employees is essential for the success of this Policy. However, the ultimate responsibility for achieving the Policy objectives and ensuring compliance with relevant Legislation and Codes of Practice, lies with the Company.

### **The Extent of the Policy.**

The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees.

The Company seeks to ensure that all sub-contractors and agents act in accordance with this Policy, without accepting any liability for their acts or omissions.

The Company offers goods and services in a fashion that complies with the spirit of the Policy.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

### **Reference Documentation.**

This policy should be read in conjunction with our Policy Statement on Harassment & Bullying at Work PRHS 027