

DIVERSITY AND EQUAL OPPORTUNITIES POLICY

We are committed to a policy of equal opportunities in all aspects of its employment practices and procedures. It's our aim that no person employed by or acting on our behalf shall discriminate in any situation against another individual or group, directly or indirectly on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be based on performance, aptitude and ability. All employees will be helped and encouraged to develop to their full potential in order to fully utilise the talents and resources of the workforce to maximise our efficiency.

We aim to recruit, retain and develop the best people based solely on their ability to perform the job. Our recruitment, selection, training and employment procedures seek to reflect our commitment to Equal Opportunities.

The purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate. We aim to create an environment which values diversity, inclusiveness and respect. We want to empower our employees to reflect those values in their dealings with their colleagues, our clients and any third parties they come into contact with. We oppose all forms of unlawful and unfair discrimination.

This policy will be reviewed annually or in accordance with government legislation and amended where appropriate.

Responsibility

It is the responsibility of all employees to

- > act in accordance with, respect, support and promote the intentions of this policy
- > contribute to an environment that is free of fear or intimidation by valuing diversity
- > ensure that their behavior or actions do not amount to discrimination, harassment, bullying or victimisation in any form
- > report any act of discrimination, harassment or bullying

and

- > not to influence or seek to influence another employee, management or any third party to practice discrimination.
- > not to victimise any individual who has made a complaint or provided information about instances of discrimination

Managers and supervisors are specifically responsible for ensuring that:

- > decisions relating to individuals in recruitment, training, promotion, transfer are based on ability and aptitude
- > the Diversity and Equal Opportunities Policy is communicated to all employees



- > any allegation of discrimination, harassment or bullying is investigated and dealt with effectively

Breaches of this policy will be investigated and dealt with in a timely manner in accordance with the disciplinary procedure which could result in dismissal.

The company will investigate and take appropriate action if there is a breach of this policy by any third party.

Recruitment

Regular Cleaning aim to recruit, retain and develop the best people based solely on their abilities to perform the job. Job profiles and person specifications are drawn up for each post within the company. Selection methods, including interviews are conducted in line with standard procedures to ensure that discrimination does not form a part of the selection process.

Promotion

Regular Cleaning is committed to promoting from within and all employees are encouraged to achieve their full potential. Selection for promotion will be in accordance with the company's procedures and based on performance, aptitude and ability. If an employee develops a disability whilst they are employed, where it is reasonable to do so the company will make reasonable adjustments to the work place and/or equipment to ensure that the employee has the means to continue to develop within the company and achieve promotion.

To monitor the success of the policy, the recruitment and promotion selection criteria will be reviewed annually or in accordance with government legislation and amended where appropriate.

Training and Development

Regular Cleaning ensures that all staff benefit from an appraisal/performance review which may include a personal development plan or job specific training which is designed to develop the individual and encourage career advancement. The appraisal/performance review procedure ensures that discrimination does not form part of the process and where it is reasonable to do so the company will make adjustments to the workplace and/or equipment to ensure that no employee is disadvantaged in being considered for job specific training.

Communication

All managers and supervisors have a specific responsibility for ensuring that the intentions of this policy and its accompanying procedures are communicated to all employees and that decisions relating to individuals are taken in accordance with this policy.

Monitoring

The company will monitor all applications, appointments and promotions for all groups taking into account the reasons for such decisions to ensure that the Equal Opportunities Policy is effective.