

Equality and Diversity Inclusion Policy

Steve J Martin Ltd

Purpose: This policy outlines Steve J Martin Ltd's commitment to fostering a workplace that is inclusive, equitable, and free from discrimination. It establishes the framework for EDI within our organization.

Scope: This policy applies to all employees, contractors, and visitors to our workplace

Policy Statement: Steve J Martin Ltd is committed to:

- Creating a workplace that values diversity and inclusion.
- Promoting equal opportunities for all employees.
- Prohibiting discrimination on any grounds, including race, gender, age, disability, sexual orientation, religion, or belief.
- Continuously improving our EDI practices.

Responsibilities:

- **Management:**
 - Develop and implement EDI policies and procedures.
 - Ensure adequate resources are allocated for EDI initiatives.
 - Monitor and review EDI performance.
 - Investigate complaints of discrimination and take appropriate action.
- **Supervisors:**
 - Ensure that employees are treated fairly and equitably.
 - Report any incidents of discrimination or harassment.
 - Promote a positive and inclusive work environment.
- **Employees:**
 - Comply with our EDI policies and procedures.
 - Treat colleagues with respect and dignity.
 - Report any incidents of discrimination or harassment.

EDI Initiatives:

- We will develop and implement EDI initiatives, such as:
 - Diversity and inclusion training
 - Mentoring programs
 - Employee resource groups
 - Accessibility measures

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Recruitment and Selection:

- We will ensure that our recruitment and selection processes are fair, equitable, and inclusive.
- We will avoid discrimination in job advertisements and the selection process.
- We will consider the diversity of our workforce when making hiring decisions.

Workplace Culture:

- We will promote a positive and inclusive workplace culture.
- We will foster a culture of respect, diversity, and inclusivity.
- We will address any instances of bullying, harassment, or discrimination promptly and effectively.

Review and Improvement:

- This policy will be reviewed annually to ensure its effectiveness.
- We will gather feedback from employees to identify areas for improvement.
- We will implement measures to address any identified deficiencies and promote a more inclusive workplace.

Steve Martin
Company Director

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