

**Purpose:** This policy outlines Steve J Martin Ltd's commitment to providing equal opportunities for all employees, regardless of their protected characteristics. It establishes the framework for equal opportunities 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:

- Providing equal opportunities for all employees, regardless of their protected characteristics.
- Prohibiting discrimination on any grounds, including race, gender, age, disability, sexual orientation, religion, or belief.
- Creating a workplace that is free from harassment and discrimination.
- Continuously improving our equal opportunities practices.

**Protected Characteristics:**

- Race
- Gender
- Age
- Disability
- Sexual orientation
- Religion or belief
- Marriage or civil partnership status
- Pregnancy and maternity
- Gender reassignment

**Prohibited Conduct:**

- Discrimination
- Harassment
- Victimization

**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.

**Grievance Procedure:**

- We will have a clear and accessible grievance procedure in place for employees to raise concerns about discrimination or harassment.
- Complaints will be investigated promptly and confidentially.
- Appropriate action will be taken if a complaint is found to be justified.

**Training and Awareness:**

- We will provide training and awareness-raising activities on equal opportunities and diversity.
- Employees will be made aware of their rights and responsibilities under equal opportunities legislation.

**Responsibilities:**

- **Management:**
  - Develop and implement equal opportunities policies and procedures.
  - Ensure adequate resources are allocated for equal opportunities initiatives.
  - Monitor and review equal opportunities performance.
  - Investigate complaints of discrimination and harassment.
- **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 equal opportunities policies and procedures.
  - Treat colleagues with respect and dignity.
  - Report any incidents of discrimination or harassment.

**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

*Steve Martin*