

# Equality and Diversity Policy Statement

## EQUALITY AND DIVERSITY POLICY STATEMENT

CLASSGRADE LIMITED is an equal opportunities employer. The aim of this policy is to ensure that no job applicant, employee, customer or member of our supply chain receives less favourable treatment on the basis of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trade union activity and age. All employees will be given equality of opportunity within the company and will be encouraged to progress within the organization. To ensure that no direct or indirect discrimination is occurring, recruitment and other employment and key management decisions will be regularly monitored in conjunction with ethnicity, gender, disability records job applicants and existing employees, we will not tolerate discrimination between employee, or customers or suppliers. The company is committed to a programme of action to make this policy fully effective.

This business will put this into practice by :

- a- Ensuring the recruitment, selection, management, training, promotion, discipline and dismissal of all staff is on the basis of merit and ability of the employee and to provide all managers and supervisors with written instructions on equality in the above areas.
- b- Ensure that no employee is subject to victimisation, discriminations and harassment and making it clear that these are disciplinary offences.
- c- Endeavouring to ensure the workplace is accessible and managed to suit the needs of all staff, employees and subcontractors.
- d- Ensure all employees knows and understand the policy.
- e- Ensuring the effective implementation of the policy in the firm' s recruitment practices, to include open recruitment method such as the use of job centres, careers services or press advertisement.
- f- Regularly monitoring the numbers of job applicants from different groups as listed above.
- g- Providing written instruction to Managers and supervisors on equality ion recruitment, selection, management, training, promotion, discipline and dismissal of staff.
- h- Provide training in all aspects of equality and diversity for Managers and any staff responsible for recruitment and selection.
- i- Monitoring the number of job applicants for employment from different groups and the number of employees from different groups by grade and section.
- j- If monitoring reveals under-representation of particular groups, action will be taken to check the criteria in a-c and h-I are being used effectively in the firm and to make any changes if necessary.

### Management Responsibility

Moiz Siddiqui has overall responsibility for equal opportunities and will ensure that the policy is properly implemented, monitored and periodically reviewed, in accordance with the relevant provisions.

Signed: On Behalf of MS Siddiqui

Dated:

This policy has been reviewed and updated since new Equalities Act 2010 legislation which came into effect.