

Equality & Diversity Policy

Rundle & Co Ltd is an equal opportunities employer and is committed to treating everyone equally.

It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to gender (including gender reassignment); race; disability; sexual orientation; religion or belief; age; marriage and civil partnership and pregnancy and maternity.

We will appoint, train, develop, promote and remunerate on the basis of merit and ability alone.

Employees have a duty to ensure our values of equal opportunities and non-discriminatory practices are upheld in everything we do. Disciplinary action will be taken against any employee who is found to have committed an act of discrimination. Serious breaches of this policy will be treated as gross misconduct in accordance with our disciplinary procedure.

Employees must not harass or intimidate other employees on the grounds of gender (including gender reassignment); race; disability; sexual orientation; religion or belief; sex; age; pregnancy and maternity or marriage and civil partnership status.

Employees should draw the attention of their immediate line manager (or appropriate senior manager) to suspected discriminatory acts or practices. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination with regard to gender (including gender reassignment); race; disability; sexual orientation; religion or belief; age; sex; marriage and civil partnership status; pregnancy and maternity, or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure.

Employees should support colleagues who suffer such treatment and considering making a complaint. Every complaint will be taken seriously and thoroughly investigated by Senior Management.

Our Vision

We will be recognised as an inclusive organisation with a workforce that reflects the diversity of the populations we serve. We value our employees and customers as individuals with diverse opinions, cultures, lifestyles and

circumstances. We will respond positively to the diverse needs of our employees, customers and any stakeholders with whom we have dealings.

Our Objectives

- To commit to working within the guidelines of the Equality Act 2010
- To create, maintain and promote a fair working environment in accordance with the law at all times
- To champion equality of opportunity and challenge all forms of discrimination in our workplace and in the delivery of our services
- To meet the individual needs of our customers and staff
- To have a workforce that reflects the diversity of the populations we serve and to promote the benefits of having a diverse workforce
- When purchasing goods, services or facilities to use our spending power to influence suppliers and contractors to promote equality of opportunity

To achieve our objective, Rundles will:

- Ensure that the principles of this policy are embedded in HR strategy and all policies and procedures are regularly monitored and reviewed
- Provide awareness training and guidance to all employees and managers to ensure our commitment to diversity is known and understood
- Monitor and measure diversity at every stage of employment to remove any direct or indirect discrimination
- Challenge and investigate discriminatory behaviour and enforce the disciplinary procedure, when this is considered necessary
- Communicate and regularly review the positive initiatives that have been implemented and ensure ever wider access to them
- Support and uphold the communities in which we live and work and ensure that we are involved, accessible, socially responsible and perceived as a positive presence
- Work with external groups and advisory bodies to keep up-to-date and aware of the necessary issues and best practice

Our Role as an Employer

We reaffirm our opposition to unfair discrimination or victimisation in recruitment, employment, or pay and our opposition to harassment of any employee. We will ensure that the selection, employment terms of contract, training, development and promotion are based solely on the criteria of merit and ability. No job applicant, employee or ex employee will receive less favourable treatment on the grounds of race, religion, gender, marital status, sexual orientation, disability, caring responsibilities; social class; age, status as a refuge or any other protected characteristic.

We will take robust disciplinary action against any employee found to be guilty of discrimination, victimisation or harassment against another employee or a customer.

We monitor the following employment outcomes by race, gender and disability and report them in our annual report:

- Job applicants
- Employees
- Disciplinary action taken
- Leavers
- Promotions
- Access to training and development

Chris Rundle

Managing Director