

# James Johnson & Co Ltd

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| <b>Integrated Management System</b> | <b>Document Number:</b> | <b>IM 21</b>    |
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| <b>IMS Manual</b>                   | <b>Version:</b>         | 7               |
|                                     | <b>Date:</b>            | 12 January 2020 |

## Appendix A8

### Equal Opportunities and Diversity policy

As an Employer, we are committed to meet the requirements of the equality and diversity duties in relation to the Equalities Act 2010 in both public and private procurement.

It is our policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others on the basis of age, sex, race, disability, religion or belief, sexual orientation or pregnancy/maternity.

Equality of opportunity exists for all job applicants, prospective employees and current workers.

The company ensures that equality and diversity is embedded within the organisation. All employees are expected to respect and act in accordance with the policy and that any bullying or harassment in the workplace would be totally unacceptable and subject to action.

We achieve this by actively promoting good practice and eliminating discrimination in all forms by ensuring that our all concerned with recruitment and personnel management understand the requirement for equality of opportunity.

We operate a grievance procedure, so that any complaint regarding discrimination, bullying and victimisation is dealt with by senior management. The procedure is fully described in the Staff Handbook.

We make guidance and policy documents about how the organisation embeds equality and diversity available to employees/sub-contractors, and our representatives of employees.

In recruitment advertisements or other literature, we include the phrase "an Equal Opportunities Employer".

The company will review the diversity and of all our permanent staff annually and ensure the policy is regularly updated and communicated so that no employee can use the excuse of ignorance.

Signed:



**Paul Ridley**

Date: January 20

Position: **Managing Director**

Authorized: PR

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