


<p><b>EQUALITY, DIVERSITY, INCLUSION AND RESPECT POLICY</b></p>		
	<p><b>Version: 1</b></p>	<p><b>Jan 26</b></p>

**Policy Statement**

WW Martin Ltd (“the Company”) is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a diverse society, and where people feel respected, valued and able to achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

The Company is committed not only to equality of opportunity, but also to fostering a culture of fairness, inclusion and respect, where all individuals feel supported and able to contribute fully.

The Company will follow the recommendations and guidance of the Equality and Human Rights Commission in all employment policies, procedures and practices, and in dealing with customers and members of the public.

The Company recognises and seeks to fulfil its obligations under the Equality Pay Act 1970 and the Equality Act 2010 (as amended).

**Purpose**

The purpose of this policy is to:

- Promote equality, diversity, inclusion and respect at all stages of the employment relationship
- Prevent discrimination, harassment, victimisation and unfair treatment
- Ensure all individuals are treated fairly and with dignity
- Support a positive and inclusive working environment

This policy applies to all staff whether part-time, full-time or temporary.

**Fairness, Inclusion and Respect**

The Company is committed to creating a working environment where:

- Individuals are treated fairly and consistently
- Differences are respected and valued
- Everyone feels included, supported and able to contribute
- A culture of dignity, respect and professionalism is maintained at all times

Inclusion goes beyond compliance with legislation and requires active effort to ensure all individuals feel a sense of belonging within the organisation. Unacceptable behaviour, including bullying, harassment, discrimination or exclusion, will not be tolerated.

## Policy Aims

The aims of this policy are to ensure that:

- No-one receives less favourable treatment on the grounds of any protected characteristic (including age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex and sexual orientation), or is disadvantaged by any unjustifiable conditions, requirements or practices
- No-one is victimised for acting against discrimination or harassment, or for raising concerns
- The organisation is free from unwanted conduct that violates dignity or creates an intimidating, hostile, degrading, offensive or humiliating environment
- Opportunities for employment, training and promotion are equally open to all candidates
- Selection for employment, promotion, transfer and training is fair, equitable and based solely on merit

## Scope

This policy applies to all aspects of employment, including:

- Recruitment and selection
- Training and development
- Promotion and transfer
- Terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment

It also applies to interactions with clients, suppliers and members of the public.

## Responsibilities

Directors

- Provide leadership and ensure compliance with this policy
- Promote a culture of equality, inclusion and respect

Managers

- Implement this policy within their areas of responsibility
- Ensure fair and objective decision-making
- Address inappropriate behaviour promptly

Employees

- Treat others with dignity and respect
- Support an inclusive working environment
- Comply with this policy and report concerns where appropriate

## Implementation

The Company will take the following steps to ensure this policy is effective:

- The policy will be communicated to all employees
- Employees will be made aware of their rights and responsibilities
- Managers will receive appropriate training on equality, diversity and inclusion
- Recruitment and promotion processes will be fair and transparent
- Opportunities will be advertised widely

### **Equality in Employment Practices**

- All applicants will be welcomed irrespective of protected characteristics
- Selection criteria will be based solely on job-related requirements
- Employees will be encouraged to develop skills and access opportunities
- Equal pay will be provided for work of equal value
- Reasonable adjustments will be made for disabled employees
- Flexible working requests will be considered objectively

### **Monitoring and Review**

All information will be treated confidentially and used only to promote equality of opportunity. The Company will:

- Collect and analyse workforce data where appropriate and lawful
- Monitor recruitment, promotion and training outcomes
- Review policies, procedures and practices regularly
- Act where any inequality or discrimination is identified

### **Complaints and Reporting**

Complaints relating to discrimination, harassment or unfair treatment will be taken seriously and investigated promptly. Appropriate action will be taken where breaches are identified, including disciplinary action where necessary.

Employees should raise concerns through:

- Their line manager
- A Director
- HR Manager
- The Company's grievance or whistleblowing procedures

### **External Relationships**

- Clients and members of the public will be treated fairly and with respect
- The Company will not tolerate harassment of employees by third parties
- Contracts with suppliers and subcontractors will include provisions relating to equality and non-discrimination

### **Legal Compliance**

The Company will ensure all employees are legally entitled to work in the UK and will comply with all relevant employment legislation.

### **Authorised by:**

Signed



Ben Green

Director

06/01/2026

Authorised: Ben Green

30.03.2026