

Equal Opportunities Policy

Effective Date: 3rd December 2024

Review Date: 3rd June 2025

1. Purpose

Yorkshire Building Control Ltd is committed to promoting equality of opportunity, diversity, and inclusion in the workplace. This policy sets out our approach to ensuring that no employee, contractor, supplier, or applicant is treated less favourably or discriminated against on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

We are dedicated to creating an inclusive, supportive, and respectful working environment for everyone.

2. Scope

This policy applies to:

- All employees, officers, and directors of Yorkshire Building Control Ltd.
- Contractors, subcontractors, consultants, and suppliers.
- Any individual applying for a role with us.

3. Our Commitment

Yorkshire Building Control Ltd will:

- Promote equality and diversity in all areas of our work.
- Provide equal access to employment, training, and development opportunities.
- Ensure decisions regarding recruitment, promotion, pay, benefits, and training are based on merit, skills, and abilities.

- Take prompt and effective action to prevent and address discrimination, harassment, and victimisation.

Comply with all relevant legislation, including the Equality Act 2010.

4. Responsibilities

- **Managers and Supervisors** are responsible for promoting equal opportunities and tackling discrimination in their areas of responsibility.
- **All Employees** are expected to treat colleagues, customers, and suppliers with dignity and respect, and to support a culture of inclusion.
- **The Managing Director and HR** will monitor the implementation of this policy and ensure it is regularly reviewed and updated.

5. Recruitment and Selection

Recruitment and selection will be conducted fairly, consistently, and based on objective criteria. We will:

- Use inclusive language in job advertisements.
- Ensure interview panels are trained in equality and diversity principles.
- Provide reasonable adjustments to support candidates with disabilities or other needs.

6. Training and Development

We will provide relevant equality and diversity training to:

- Raise awareness of equality issues and unconscious bias.
- Equip managers and employees with the tools to create an inclusive workplace.
- Ensure compliance with this policy.

7. Dealing with Discrimination, Harassment, and Victimisation

- Discrimination, harassment, or victimisation will not be tolerated and will be treated as a disciplinary matter.
- Any employee or worker who believes they have been subjected to discrimination, harassment, or victimisation is encouraged to raise their concerns through the **Grievance Procedure** or speak to their line manager, HR, or another senior leader.
- All complaints will be taken seriously, treated confidentially, and investigated promptly.

8. Monitoring and Review

We will:

- Regularly review workforce data to assess how this policy is working in practice.
- Identify and address any areas for improvement.
- Review and update this policy annually or in response to changes in legislation or best practice.

9. Contact Details

Yorkshire Building Control Ltd

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