

EQUALITY AND DIVERSITY POLICY

STATEMENT

Coulson Group Limited, Coulson Joinery Limited and Coulson & Son Limited T/A Coulson Building Group are committed to equality and diversity in providing opportunity across all of our activities.

Legislation (Equality Act 2010) is increasingly ensuring the rights of people in business and society at large. Equal opportunities and diversity are about removing any barriers that affect these rights and recognising, respecting and valuing the differences we each bring to work.

In recognising these rights, it is Coulson Building Group's Policy that:

- 1) No employee or job applicant will be less favourably treated than another 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, gender and sexual orientation. These are known as protected characteristics.
- 2) Appointment and promotion will be determined solely by merit related to effective performances to the job and of the Company.
- 3) Overall responsibility for monitoring the effective working of this Policy is vested in the Managing Director.
- 4) It is the responsibility of all employees to accept their personal involvement in ensuring that this Policy operates effectively.

EQUALITY AND DIVERSITY AIMS

Coulson Building Group recognises that everyone has a right to be treated fairly and outlined below our Equality and Diversity aims.

Workforce

- Seek to recruit and develop a diverse workforce that reflects the communities we serve.
- Have in place employment policies and practices, which support a culture in which everyone feels involved and included.
- Value and respect the differences that everyone brings to our work.
- Deal effectively with any incidents of discrimination or inappropriate behaviour.

Business

- Recognise that equality and diversity are integral to the way we do business.
- Consider and incorporate equality and diversity in our business planning.
- Seek to ensure that our Policies and the services we deliver do not have an unlawful adverse impact on any groups of people.

Public

- Treat all sections of society fairly.
- Seek to understand and take account of cultural differences when dealing with the public.
- Seek to be recognised for the Equality and Diversity Policy and practice.

POLICY PROCEDURES

In order to put this Policy into practice Coulson Building Group will:

- Monitor decisions on recruitment, selection, training and promotion to ensure that they are based solely on objective and job-related criteria.
- Provide training and written instructions to Managers and those involved in recruitment and promotion, to ensure they understand the nature of discrimination and are fully aware of their responsibilities in implementing our Equality and Diversity Policy.
- Provide information and support about how to ensure people with disabilities are treated fairly.
- Ensure that any grievance involving discrimination or harassment is considered seriously, thoroughly and fairly and any employee who is found to have discriminated against another will be subject to an appropriate disciplinary action. **Report discrimination or harassment to Natalie Firmin on 01223 423800.**
- Ensure all job application forms and advertisements are not discriminating and are advertised to ensure access to all possible applicants. Any qualifications or experience which is not a requirement of the job will not be demanded.
- Ensure all interviewers understand that job applicants should be:
 - Given similar job information and description
 - Treated in a similar way
 - Not asked discriminating questions relating to selection
 - Notified in the same way of any interview outcome.
- Monitor recruitment, selection, training, promotion, maintain records and check they comply with this Policy.
- Review this Policy on a regular basis
- Bring this Policy to the attention of all employees.



Paul Glover
Managing Director