



EQUALITY & DIVERSITY POLICY STATEMENT

A - STATEMENT OF POLICY

It is the policy of I.E. Bolt & Nut (2012) Ltd that there shall be no discrimination or less favourable treatment of personnel or job applicants at any time before or during engagement with I.E. Bolt & Nut (2012) Ltd.

I.E. Bolt & Nut (2012) Ltd recognise that discrimination is totally unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedures, as an organisation we have made the decision to adopt a formal equal opportunities policy. Breaches of this policy will lead to disciplinary proceedings and if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, nationality, ethnic or national origin, religion, religious belief, or similar, political opinion or affiliation, sex, marital status, sexual preference or perceived sexual preference, sexual orientation, gender reassignment, age, disability or pregnancy.

We ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy is available for all employees and will be made known to all applicants for employment.

In order to put this policy of Equality and Diversity into practice in the day-to-day operation of the business, I.E. Bolt & Nut (2012) Ltd will ensure:-

- The policy is communicated to all private contractors reminding them of their responsibilities towards equality and diversity.
- The policy is implemented in accordance with the appropriate statutory requirements.
- All applicants who apply for jobs with I.E. Bolt & Nut (2012) Ltd will receive fair treatment and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- Monitor decisions on recruitment, selection, training and promotion to ensure that they are based solely on objective and job related criteria.
- A neutral working environment in which no employee or worker feels under threat or intimidation is maintained.
- Unlawful discrimination in all aspects of employment including recruitment, promotion and transfer opportunities for training, pay and benefits, discipline and dismissal, selection for redundancy and retirement is avoided.
- That any grievance involving discrimination or harassment is considered seriously, thoroughly and fairly.
- Encourage our supply chain to adopt policies and working practices, which reflect our own views on Equality and Diversity Policy.
- All personnel involved with I.E. Bolt & Nut (2012) Ltd are responsible for playing their part in achieving these objectives.
- Provide training where deemed necessary to ensure that personnel understand the nature of discrimination and are fully aware of their responsibilities in implementing the I.E. Bolt & Nut (2012) Ltd Equality and Diversity Policy.
- Implement an organisational vehicle policy, which promotes low emissions and minimises fuel usage.
- This policy will be reviewed every 12 months from date of issue, since last review or soon if changes dictate.



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B - RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any Equality and Diversity Policy.

- Endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Ensure promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Ensure job descriptions where used, will be revised to ensure that they are in line with this policy.
- Ensure job requirements are reflected accurately in any personnel specifications.
- Adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- Not confine I.E. Bolt & Nut (2012) Ltd recruitment to areas or media sources which provide only applicants of a particular group.
- Ensure all applicants who apply for jobs within I.E. Bolt & Nut (2012) Ltd will receive fair treatment and be considered solely on their ability to do the job.
- Ensure all personnel involved in the recruitment process will periodically review their selection criteria to ensure that they continue to relate to the job position and do not unlawfully discriminate.
- Ensure short listing and interviewing will be carried out by more than one person where possible.
- Use interview questions that relate to the requirements of the job are not of a discriminatory nature.

SIGNED:

DATE: 5th January 2022

Chris Garwood - Managing Director