

EQUALITY & DIVERSITY POLICY

CHAMBERLAINE CLEANING SERVICES LTD
TERRY SULLIVAN



INTRODUCTION

Chamberlaine Cleaning Services Ltd is committed to promoting equality and diversity and a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

Within this framework, Chamberlaine Cleaning Services aims to be an organisation committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

POLICY STATEMENT

Chamberlaine Cleaning Services Ltd is committed to ensuring that existing members of staff, job applicants, and workers are treated fairly in an environment, which is free from any form of discrimination.

We are committed to eliminating discrimination on the characteristics outlined by the Equality Act, which are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (includes colour, nationality and ethnic origins)
- Religion or belief
- Sex
- Sexual Orientation
- Fostering good relations between persons who share a protected characteristic and persons who do not

In addition, existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.

Chamberlaine Cleaning Services demonstrates its commitment in the following grounds:

- All employment-related policies, practices and procedures are applied impartially and objectively;
- Equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential;
- That Chamberlaine works towards achieving a diverse workforce at all levels;
- That the employees can work in an atmosphere of dignity and respect, promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this;
- That Chamberlaine provides support and encouragement to staff to develop their careers and increase their contribution to the organisation through the enhancement of their skills and abilities;
- The commitment by building in legislative requirements and best practice to all our service and delivery and employee policies and procedures, and supporting these with appropriate training and guidance.



Chamberlaine Cleaning Services will ensure that all employees (including transgender people, or employees associated with transgender people and people perceived to be transgender) are treated with dignity, respect and will enjoy same or equal opportunities of training, and development. The company supports employees regardless of 'out' status.

"Employee's transgender status" will not be shared without written consent. Therefore, the company is committed to assessing its policies and procedures to actively promote good relations and to mitigate any unintended negative impacts on Transgender employees.

The Company will not tolerate any discrimination, (direct or indirect), harassment, bullying, or victimisation on the basis of (Gender Identity / Transgender identity), nor any other protected characteristic and will encourage employees to report any incidents. The company will not tolerate victimisation and will take action against any employee who retaliates for making a complaint or participating in an investigation.

Chamberlaine will actively investigate any reports and any instances of transgender based **(Transphobia)** such as discrimination, harassment, hate speech, bullying, etc.

When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct(s) outside of the workplace that relates and impact Chamberlaine Cleaning Services Activities and reputation (e.g. the expression of views on social media)

Below are some specific areas of application

a. Recruitment

Selection for employment at Chamberlaine will be on the basis of aptitude and ability.

b. Training

Employees may be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy

c. Promotion

All promotions decisions will be made on the basis of merit, and will not be influenced by any of the characteristics outlined above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

d. During Employment

Terms and condition(s) of employment and facilities available will be monitored to ensure that we provide appropriate conditions to meet special needs and/or protected characteristic of disadvantage or under-represented groups.

e. Reasonable adjustments

Chamberlaine Cleaning Services Ltd is committed to making reasonable adjustments where necessary to support employees with disabilities or other specific needs, ensuring that they can perform their roles effectively.

It is the responsibility of every person at Chamberlaine Cleaning Services Ltd from the Chief Executive Officer (CEO) to the cleaning operatives to ensure this policy is upheld and that any breaches are reported.



Terry Sullivan
CEO