

EQUAL OPPORTUNITIES POLICY



**General &
Technical**
FLOORING SERVICES

General & Technical Flooring Services (herein referred to as The Company) is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status or civil partner status, race, ethnic or national origin, colour, nationality, disability, sexual orientation, age, religion or belief. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.
- The senior management team have overall responsibility for the effective operation of our equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

SIGNED

J.MORRISON (MD) 01/11/2022

DATE	REVISION	DETAIL	PREPARED BY	APPROVED BY
July 2020	A	New background	John Morrison	John Morrison
November 2021	B	Review – No Change	John Morrison	John Morrison
November 2022	B	Review – No Change	John Dunn	John Morrison



Code of Practice

GTFSL will abide by the principles and practices of equal opportunity as detailed by the Equal Opportunities Commission and associated bodies. All employees are personally responsible in creating an integrated work ethic of equal opportunities for all and racial and cultural harmony.

To this end The Company will actively promote equal opportunities throughout the Company through the application of policies and procedures that ensure individuals receive fair, equitable and consistent treatment in relation to their relevant skills and abilities. Managers and Supervisors will ensure that employees follow these practices.

Recruitment will be carried out in such a manner that no potential employee will be disadvantaged by requirements or conditions not relevant to the job description.

Sexual or racial harassment will not be tolerated within the Company. This includes (but is not limited to) unwanted physical contact, suggestive comments or behaviour, demands for sexual favours, comprehensive invitations and the circulation of material that could insult or embarrass employees. Racial harassment includes derogatory treatment and language. Any employee who is found to have been discriminatory or to have harassed a colleague will be disciplined. It should be noted that harassment is also a criminal offence.

The Company will, whenever practicable, provide means of access and facilities to enable individuals with a physical or mental impairment to have access to the services and products we provide. Such individuals will be offered the same opportunities as any other individual in any recruitment or employment procedure.

The Company will continually monitor its attitude towards equal opportunities for all and the effectiveness of its policy. We will review the facilities we provide and the arrangements of our business affecting any employee who is, or becomes disabled, and will take such actions as are reasonable to prevent any disadvantage.

If any Company or individual believe that they have been subject to any form of direct or indirect discrimination they should raise this matter through the normal grievance procedure. Such a Company or individual will not be victimised in any way and the Company will take every effort to ensure this.

Training, development and promotion within the Company will be carried out on the basis of merit and ability only. Where vacancies are advertised either internally or in the press, the Company will ensure that any such advert complies with this policy. To this end, where possible, the Company will display its intention as an equal opportunities employer by its use of language, images and/or declarations, ensuring that the wording of advertisements is scrutinised to ensure that there are no hidden meanings or statements that could be misunderstood.

The managers and supervisors of the Company will enforce these practices. Additionally no director, manager or supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's rejection of racial or sexual abuse will affect their decision on employment, advancement or promotion concerning that, or any, employee.

The requirements being met no employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.