

EQUAL OPPORTUNITIES & DIGNITY AT WORK POLICY

General & Technical Flooring Services Ltd (“the Company”) is committed to promoting equality, diversity and inclusion and to eliminating unlawful discrimination in all aspects of employment and work-related activities.

Our aim is to create a working environment in which everyone is treated fairly, with dignity and respect, and where individual differences are recognised and valued. We are committed to ensuring that our workforce reflects the diversity of the communities in which we operate and that all employees are supported to achieve their full potential.

1. Scope and Legal Framework

This policy applies to all employees, workers, agency staff, subcontractors, apprentices and job applicants, regardless of employment status.

The Company will comply fully with the **Equality Act 2010**, which protects individuals from discrimination, harassment and victimisation on the basis of the following **protected characteristics**:

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

2. Our Commitment

The Company is committed to:

- Providing equality, fairness and respect for all in our employment
- Eliminating unlawful discrimination, harassment and victimisation
- Creating a working environment that promotes dignity and mutual respect
- Ensuring employment decisions are based solely on merit, competence and business need
- Making reasonable adjustments for employees and applicants with disabilities
- Regularly reviewing employment practices to ensure fairness and compliance

3. Employment Practices

Equality applies to all aspects of employment, including but not limited to:

- Recruitment, selection and appointment
- Terms and conditions of employment
- Training, development and promotion
- Pay, benefits and working arrangements
- Performance management and discipline
- Redundancy and termination

Selection decisions will be based on objective criteria relevant to the role. No individual will be disadvantaged by requirements or conditions that are not essential to job performance.

4. Harassment, Bullying and Victimisation

The Company has **zero tolerance** for harassment, bullying or intimidation.

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. This includes (but is not limited to):

- Unwanted physical contact
- Offensive, derogatory or suggestive comments
- Sexual advances or demands
- Display or circulation of offensive material
- Racist or discriminatory language or behaviour

Victimisation of any individual who raises a concern or supports a complaint in good faith will not be tolerated.

Any breach of this policy will be treated as **misconduct** and may result in disciplinary action, up to and including dismissal.

5. Disability and Reasonable Adjustments

The Company will, where reasonably practicable, make adjustments to working arrangements, premises or equipment to support employees and applicants with disabilities.

We will review the needs of any employee who becomes disabled and take reasonable steps to prevent disadvantage and support continued employment wherever possible.

6. Roles and Responsibilities

- **All employees** are responsible for treating colleagues, clients and others with dignity and respect and for complying with this policy
- **Managers and Supervisors** are responsible for implementing this policy, leading by example and addressing inappropriate behaviour promptly
- **Senior Management** has overall responsibility for ensuring the effective operation of this policy and compliance with legal obligations

No director, manager or supervisor shall threaten, coerce or imply that acceptance of discriminatory behaviour is a condition of employment, promotion or continued work.

7. Complaints and Grievances

Any individual who believes they have been subjected to discrimination, harassment or victimisation should raise the matter through the Company's **grievance procedure**.

All complaints will be taken seriously, handled sensitively and investigated fairly. No individual will be victimised for raising a concern in good faith.

8. Monitoring and Review

The Company will monitor the effectiveness of this policy and review it regularly to ensure continued compliance with legislation and best practice.

SIGNED

J.MORRISON (MD) 10/02/2026



| DATE | REVISION | DETAIL | PREPARED BY | APROVED 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 |
| February 2026 | C | Reviewed for current legislation | John Morrison | |
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