

Horizon Specialist Contracting Ltd
Equality and Diversity policy

1. Purpose of the policy

Horizon is committed to creating an inclusive work environment that values and supports all individuals. For this reason, we will not tolerate any employee or job applicant to receive unfavourable treatment on the grounds of:

- age
- disability
- gender reassignment
- marital status or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are known as protected characteristics, as defined in the Equality Act 2010.

Horizon prohibits acts of discrimination where one individual is treated less favourably than another on the grounds of any one of the above characteristics. This includes in:

- dealing with grievances and disciplinaries
- cases of dismissal
- parental leave
- pay and benefits
- recruitment
- redundancy
- requests for flexible working
- selection for promotion, training or other developmental opportunities
- terms and conditions of employment

2. Scope of the policy

This policy applies to all employees, including those who work part-time, or on fixed-term contracts. It covers conduct:

- whilst employees are in any Horizon building
- whilst they are using Horizon's IT systems
- in any non-working situation where they are identifiable as an employee of Horizon

The policy covers both in-person and online conduct.

3. Role and responsibilities

At Horizon:

- Leigh Holford has overall responsibility for this policy including reviewing this policy once a year
- senior managers are responsible for setting an inclusive tone and promoting a diverse culture
- all employees are responsible for following this policy

4. Definitions

Equality means that all individuals are treated fairly and have equal opportunities to work, learn and develop.

Diversity in the workplace is creating an inclusive working environment and accepting all employees from different backgrounds.

5. Horizon's commitments

5.1. Bullying, discrimination and harassment

At Horizon we are committed to fostering a working environment free from bullying, discrimination and harassment and take seriously any complaints of these kinds.

Members of staff will be held liable for any acts of bullying, discrimination or harassment during the course of their employment. This includes discriminatory acts against:

- colleagues, including external contractors and suppliers
- customers
- visitors and members of the public

Further details can be found in Horizon's bullying, discrimination and harassment policy in the Employee Handbook or on the server at Head Office.

5.2. The workforce

Horizon will continually review the workforce to encourage equality and diversity within the company by using information on:

- age
- sex
- ethnic background
- religion and beliefs
- disability

5.3. Practices and procedures

Horizon will review all employment practices and procedures, when necessary, to ensure that they are fair and equal to all employees.

5.4. Training on equality and diversity

Horizon will implement training and development to enhance employee awareness around equality and diversity and promote inclusivity within the workplace.

5.5. Equal opportunities

Horizon is committed to promoting equal opportunities for all employees throughout the course of their employment. Below, we have set out how we encourage equal opportunities within the workforce.

5.5.1 Recruitment, selection and promotion

With regards to recruitment, selection and internal promotions, it is Horizon's intention to appoint the most skilled, capable and competent candidate for each job.

To achieve this during recruitment:

- the requirements of each job are identified, and
- all candidates are assessed against the same criteria at each stage of the selection process

All candidates for promotion with appropriate skills, knowledge and experience are given the same degree of consideration.

5.5.2 Training

Educational and vocational courses leading to relevant qualifications are available to all employees equally.

6. Consequences of not following this policy

If an individual experiences unfavourable treatment on the grounds of a protected characteristic, Louise Kerry-Armes Business Director should be contacted.

If an employee breaches this policy, and we have sufficient evidence that they've done so, they will face disciplinary action. We will take this action in line with our disciplinary procedure, which can be found in the Employee Handbook and on the server at HQ.

A member of staff with a grievance about how this policy is applied should follow the company grievance procedure, which can be found on the server at HQ.

7. Monitoring of the policy

The organisation will monitor and continuously review the operation of this policy. We expect all employees to co-operate by providing relevant information, where necessary. All such information will be treated as strictly confidential and used solely for this purpose.

Policy implemented November 2023

A handwritten signature in black ink, appearing to read "J. M. [initials]".

Managing Director