COGO INTERIORS

Equal Opportunities Policy

This policy governs all aspects of interactions with the Company by its employees and all personnel engaged by us.

It covers matters including (but not limited to):

- Pay and employment conditions
- Training and professional development
- Recruitment processes
- Promotion policies
- Appraisal procedures
- Grievance handling and disciplinary matters
- Termination of employment contracts
- Providing references for departing employees
- Treatment of visitors, clients, suppliers, and other business contacts

This policy applies to all employees, apprentices, consultants, officers, contractors, interns, volunteers, job applicants, agency workers, and casual workers. Changes to this policy may be made at any time.

For employees, this policy is not a contractual term and should be read alongside our Harassment and Bullying Policy and Grievance Policy found in the company handbook.

Our Commitment to Equal Opportunities

We strictly prohibit discrimination and harassment and are committed to promoting equal opportunities in employment. All staff and job applicants will receive fair and equal treatment. We ensure equitable access for all job applicants, and decisions on transfers and promotions are based solely on objective criteria whenever possible.

We do not tolerate victimisation of individuals who raise legitimate concerns about harassment or discrimination.

Legal Definitions of Discrimination

Discrimination may occur in various forms:

- Direct discrimination: Treating someone less favourably due to a protected characteristic, such as race or pregnancy.
- Indirect discrimination: Imposing a requirement that disadvantages a group with a protected characteristic, unless justified for business reasons.

- Harassment: Creating a hostile or offensive environment related to a protected characteristic.
- Victimisation: Treating someone less favourably because they have made or supported a complaint about discrimination.

Protected characteristics include age, race, disability, religion or belief, sex, gender reassignment, pregnancy or maternity, sexual orientation, and marital or civil partnership status.

Other Unlawful Actions

Examples include failing to make reasonable adjustments for disabled employees, instructing discrimination, assisting others in discriminatory acts, or discriminating against someone associated with a person with a protected characteristic.

Responsibilities

Both management and staff are crucial for implementing this policy effectively. Everyone has a legal duty to comply, and breaches may result in personal liability for unlawful discrimination.

Management, specifically the Managing Director and Line Managers, are responsible for ensuring adherence to this policy. All managers are expected to lead by example and maintain high standards of behaviour within their teams.

Staff are also required to comply with this policy and are encouraged to participate in promoting equal opportunities within the Company.

Recruitment, Promotion, and Selection

All recruitment, promotion, and selection processes are based on merit and non-discriminatory criteria. Job advertisements must not discourage applications from any group or stereotype applicants in any way.

Health-related questions or questions about disability should only be asked after a job offer, except in limited circumstances where it is necessary for the interview process.

Enforcement and Breach Handling

We investigate all complaints of potential breaches of this policy. Employees who believe they have been harassed or discriminated against should promptly inform their Line Manager. Formal action may require following our grievance procedure and harassment and bullying policy.

Disciplinary action, including dismissal without notice, may be taken against those found to have breached this policy. False complaints made in bad faith may also result in disciplinary action.

Monitoring and Review

We may collect and analyse data on equal opportunities to ensure compliance with this policy, review workforce composition, and promote equality in the workplace. By joining the Company, you consent to the collection and processing of this data.

This policy is crucial for maintaining a fair and respectful workplace environment, and your adherence to its principles is essential. For further information or suggestions on improving our approach to equal opportunities, please contact your Line Manager.

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February 2024