

CAMMACK AND WILCOX LIMITED.

Master Internal Equality, Diversity and Inclusion Policy.

POLICY-

Under the Protection from Harassment Act 1997 and Equality and Diversity Act 2010, Cammack and Wilcox Limited (CW) are committed to encouraging equality, diversity and inclusion among employees, eliminating unlawful discrimination and harassment (against customers and public members), in all working instances.

It shall form part of our separate internal mandatory induction training process & matrix.

CW director and EHS Lead both agree to implement and support this policy throughout the company (there are no trade unions or employee representatives to consult with).

All information relating to this policy shall be handled in accordance with Data Protection regulations and requirements. Investigations shall remain on employee records for duration of employment and for up to 75years after employment termination.

AIM/S-

As far as reasonably practicable, CW shall aim to:

- > Provide equality, fairness and respect for all employees
- > Not unlawfully discriminate due to protected characteristics under the Equality Act 2010
- > Oppose and avoid all forms of unlawful discrimination
- > Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect

PROCEDURES-

- > Employees are to conduct themselves in such a manner to help CW provide equal opportunities in employment, prevent bullying, harassment, victimisation and unlawful discrimination throughout the workplace and in working instances.
- > Employees can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, throughout the course of their employment, against colleagues, customers, suppliers and public members (as can CW director).
- > Each complaint of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities shall be taken seriously and shall be internally investigated and actioned accordingly. In instances where employee/s are found guilty of such conduct, CW will issue formal warning proceedings and consult/report with police where criminal activities are found to have taken place (e.g., hate crimes, sexual harassment etc).
- > Separate internal disciplinary and grievance procedures are issued at induction training period. These policies are available at any time, upon request from office.
- > Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.