



Equality, Inclusion & Diversity Policy

1 PURPOSE

Had-Fab Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. We believe that everyone should be treated with respect and dignity, and we value the contributions and perspectives from all backgrounds.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

In accordance with the Equality Act 2010, we shall treat everyone equally and with the same attention, courtesy and respect regardless of protected characteristics which include:

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

2 SCOPE

This policy applies to all employees, consultants, contractors, agency/casual workers and applies to all areas of employment.

3 RESPONSIBILITIES

Senior Management are responsible for:

- ensuring that this policy meets all required legislation
- promoting equality and diversity throughout the organisation

Management is responsible for

- setting a good example by treating colleagues with dignity and respect.
- ensuring that they and their staff operate within this policy and that all reasonable and practical steps are taken to avoid discrimination.
- ensuring that grievances concerning discrimination are dealt with properly, fairly and as quickly as possible and proper records are maintained.
- ensuring that opportunities for promotion, learning and development are accessible to all employees on a fair and equal basis

Employees are responsible for:

- ensuring compliance with this policy
- treating all colleagues with courtesy, respect and consideration
- reporting instances of discrimination to their manager immediately



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4 DEFINITIONS

'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

'Diversity' means the celebration of individual differences amongst the workforce.

5 FORMS OF DISCRIMINATION

There are 4 main types of discrimination under the Equality Act:

Direct Discrimination: is when someone is treated less favorably or unfairly because of race, colour, ethnic or national origin, sex, marital status, sexual orientation, religion, age or disability.

Discrimination by association: someone may be treated worse because of a connection or association with another person with a protected characteristic.

Discrimination by perception: someone can be treated less favourably or unfairly based on a perceived protected characteristic when the perception is incorrect or unfounded.

Indirect discrimination: is usually less obvious than direct discrimination and is normally unintended. For example a person or organisation has practices or arrangements that seem to treat everyone in an equal, non-discriminatory way, but these practices or arrangements put others at a disadvantage compared with those who do not have your disability.

Harassment: is 'unwanted conduct'. Bullying, nicknames, gossip, intrusive or inappropriate questions and comments can be harassment. This type of behaviour usually violates the dignity of an individual by having them experience intimidation, degradation, humiliation or any kind of offensive behaviour.

Victimisation: when an individual becomes the target of harmful behaviour. Victimisation can be the most toxic of the discrimination. Victimisation in the workplace can occur when an employee is poorly or unfairly treated because they have made a complaint relating to a protected characteristic.

6 OUR COMMITMENT AS AN EMPLOYER

We aim to create an environment in which individual differences and the contributions of all our staff are recognised and valued and we are committed to::

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- ensuring employees are entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- understanding equality and inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all
- monitoring diversity in our workforce to ensure equal opportunities throughout the Company. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups

6.1 Equal Pay

We will ensure that men and women get equal pay for doing 'equal work'. All employees have the right to the same contractual pay and benefits for carrying out the same or similar work, work rated as equivalent of work of equal value.

Differences in pay may be allowed in certain circumstances, such as:

- better qualified – skills are crucial to the job and hard to recruit
- location – i.e. London, where cost of living is higher



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- nightshift working

6.2 Part Time and Fixed Term Work

Part time and fixed term employees will be treated the same as comparable full time or permanent employees and enjoy no less favorable terms and conditions.

6.3 Promotion and Career Development

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities.

Promotion will be based solely on merit.

7 RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that:

- employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions
- promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.
- we will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- we will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- all applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- all employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- short listing and interviewing will be carried out by more than one person where possible.
- interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- we will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- selection decisions will not be influenced by any perceived prejudices of other staff.

8 MONITORING

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.



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The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

9 COMPLAINTS PROCEDURE

Our Equality, Inclusion & Diversity policy confirms our commitment to eliminating discrimination, victimization, harassment and bullying.

If you feel you have been unlawfully discriminated against, or are the subject of bullying, harassment or victimization, we encourage you to raise this as soon as possible. If we are made aware of the issues, we can address them appropriately. We understand that experiencing such situations can be difficult and upsetting. You can raise the matter through our Grievance Procedure.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

Signed:.....



Greg Scott

Managing Director

Date: 15/02/2025