

1 Policy Statement

Charter Tech Ltd is committed to providing equal opportunities in employment and creating an inclusive workplace free from discrimination, harassment, and victimization. All decisions related to employment practices will be based on merit, qualifications, and abilities.

2 Objectives

Our Equal Opportunities Policy is designed to ensure that all employees and job applicants are given equal opportunities. We are committed to eliminating discrimination and promoting equality and diversity within our workforce. This policy outlines our commitment to ensuring a workplace where all individuals are treated fairly and with respect.

3 Scope

This policy manual applies to all employees of Charter Tech Ltd and where appropriate, any sub-contractors engaged by the company.

4 Definitions

Discrimination: Unfair treatment based on protected characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Harassment: Unwanted conduct related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Victimization: Treating someone unfavourably because they have made or supported a complaint or grievance under this policy.

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5 Responsibilities

5.1 Management Responsibilities

- Ensure compliance with this policy and promote a culture of equality and diversity.
- Where necessary, to provide training and resources to staff to support the implementation of this policy.
- Handle complaints of discrimination, harassment, and victimization promptly and fairly.

5.2 Employee Responsibilities

- Treat all colleagues, clients, and suppliers with respect and dignity.
- Report any instances of discrimination, harassment, or victimization they witness or experience.
- Participate in training and development programs related to equality and diversity.

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6 Recruitment and Selection

The company will

- Ensure job advertisements are inclusive and accessible.
- Use selection criteria and processes that are fair and non-discriminatory.
- Monitor and review recruitment processes to identify and eliminate any barriers to equal opportunities.

7 Training and Development

The company will

- Provide equal access to training and development opportunities.
- Support career development and progression for all employees, regardless of their protected characteristics.
- Review training programs to ensure they promote equality and diversity.

8 Terms and Conditions of Employment

The company will

- Ensure all terms and conditions of employment are applied fairly and consistently.
- Review employment policies and practices regularly to ensure they comply with equality legislation and best practices.

9 Complaints Procedure

The company will

- Employees who feel they have been subjected to discrimination, harassment, or victimization should raise their concerns with the Managing Director or with another member of the management team.
- All complaints will be treated seriously, confidentially, and investigated promptly.
- No employee will be victimized for making a complaint in good faith.

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10 Policy Review

- This policy will be reviewed annually or in response to changes in legislation or organizational needs.
- Updates will be communicated to all employees to ensure its continued effectiveness.



D A BENHAM

MANAGING DIRECTOR

29-Aug-2024



B ELLIOT

HEAD OF ADMINISTRATION

29-Aug-2024

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