
AB Heritage: Equality, Diversity & Inclusion

Overview & Commitment:

It is the aim of AB Heritage to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation. Our aim and commitment is that:

- Our workforce will be representative of all sections of society and each employee feels respected and able to give of their best.
- We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
- All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be based on aptitude and ability.
- Our staff will not discriminate directly or indirectly, or harass customers or clients, because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
- This policy and the associated arrangements shall operate in accordance with statutory requirements and we will at all times endeavour to operate in compliance with the Equality Act 2010.

Responsibilities of Management:

The Managing Director will be responsible for implementation of the overall policy, periodically monitoring the operation of the policy in respect of employees and job applicants. This will include:

- Ensuring all staff are aware of the policy and the arrangements, and the reasons for the policy;
- That grievances concerning discrimination are dealt with properly, fairly and as quickly as possible; and
- That proper records are maintained.

Responsibilities of Staff:

Responsibility for ensuring that there is no unlawful discrimination rests with all staff, and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all staff should:

- Comply with the policy and arrangements;
- Not discriminate in their day-to-day activities, or induce others to do so;
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics;
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic; and
- Inform their manager if they become aware of any discriminatory practice.

Third Parties:

Third-party harassment occurs where a Company employee is harassed by parties such as clients or customers. AB Heritage will not tolerate such actions against its staff, and the employee concerned should inform their line manager at once where this has occurred. AB Heritage will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Rights of Disabled People:

The Company attaches particular importance to the needs of disabled people. Under the terms of this policy, the Managing Director will ensure that:

- All reasonable adjustment are made to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours (nb: the Managing Director may seek advice and guidance from external agencies to help maintain disabled people in employment);
- Include disabled people in training / development programmes; and
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities.

Monitoring:

As far as is practicable within our small company:

- AB Heritage states its commitment not to discriminate and assumes that this will be translated into practice consistently across the Company. Accordingly, periodic monitoring will be undertaken by the Managing Director to ensure the implementation of this policy; and
- If such monitoring shows that the Company are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This may include a review of recruitment and selection procedures, along with general Company policies and practices.

Grievances / Discipline:

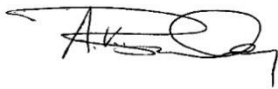
Employees have a right to pursue a complaint concerning discrimination or victimisation via the procedures as set out in the Company Staff Handbook.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

Review:

The effectiveness of this policy and associated arrangements will be reviewed and updated annually by the Managing Director.

Signed:



Andy Buckley – Managing Director

date: 01st April 2024