

Equal Opportunities Policy Statement

Policy Statement

WEINSULATE.CO.UK LIMITED is committed to providing equal opportunities for all employees, workers, contractors, apprentices, agency staff and job applicants. We believe that everyone should be treated with dignity, fairness and respect, and that a diverse and inclusive workforce strengthens our business by encouraging innovation, improving performance and reflecting the communities we serve.

We are committed to eliminating unlawful discrimination, harassment, bullying and victimisation, and to ensuring equality of opportunity in every aspect of employment.

This policy applies to all stages of employment, including recruitment, selection, training, promotion, pay, benefits, career development, disciplinary procedures, redundancy, dismissal and all other employment-related decisions.

Equality Act 2010

WEINSULATE.CO.UK LIMITED will not unlawfully discriminate, directly or indirectly, against any individual because of a protected characteristic under the Equality Act 2010.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Employment decisions will be based solely on merit, qualifications, skills, experience and business requirements.

Our Commitment

WEINSULATE.CO.UK LIMITED is committed to:

1. Providing equality, fairness and respect for all employees, whether permanent, temporary, part-time, full-time or agency workers.
2. Creating and maintaining a working environment that is inclusive, respectful and free from unlawful discrimination, bullying, harassment and victimisation.
3. Ensuring that all employees are treated fairly and consistently throughout their employment.
4. Making recruitment, promotion, training and development opportunities available on the basis of ability, qualifications and performance.
5. Providing reasonable adjustments where required to support employees with disabilities.
6. Reviewing employment policies and practices regularly to ensure they remain fair, effective and compliant with current legislation.
7. Promoting diversity and inclusion throughout the organisation and encouraging everyone to contribute to a positive working environment.

Harassment, Bullying and Victimisation

WEINSULATE.CO.UK LIMITED operates a zero-tolerance approach to harassment, bullying and victimisation.

Harassment is any unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment.

Examples include, but are not limited to:

- Offensive jokes, comments or language.
- Insults, ridicule or intimidation.
- Displaying offensive material.
- Unwanted physical contact.
- Sexual advances or requests for sexual favours.
- Threatening, abusive or aggressive behaviour.
- Excluding individuals because of a protected characteristic.

Bullying, harassment or discrimination by employees, contractors, customers, suppliers, visitors or any other person connected with the Company will not be tolerated.

Employees should understand that they may be held personally liable for acts of unlawful discrimination, harassment or victimisation committed during the course of their employment.

Reporting Concerns

Any employee who believes they have experienced or witnessed discrimination, bullying, harassment or victimisation should report the matter as soon as possible to their line manager or, where this is not appropriate, directly to the Managing Director or another senior manager.

All complaints will be treated seriously, investigated promptly, fairly and confidentially, and appropriate action will be taken where necessary.

Employees will not suffer retaliation or victimisation for raising genuine concerns in good faith.

Disciplinary Action

Any breach of this policy will be dealt with under the Company's Disciplinary Procedure.

Serious acts of discrimination, bullying, harassment or victimisation may constitute gross misconduct and may result in summary dismissal.

Where appropriate, incidents may also be reported to the relevant authorities where criminal offences may have been committed.

Training and Responsibilities

Managers are responsible for implementing this policy fairly and consistently and for promoting equality, diversity and inclusion within their teams.

All employees are expected to:

- Treat colleagues, customers, suppliers and visitors with dignity and respect.
- Comply with this policy.
- Help create an inclusive working environment.
- Report any inappropriate behaviour or breaches of this policy.

Equality, diversity and inclusion awareness training may be provided to managers and employees where appropriate.

Monitoring and Review

The Company may monitor workforce data, where appropriate and in accordance with data protection legislation, to help identify trends and ensure equality of opportunity.

This policy will be reviewed annually, or sooner where changes in legislation or business needs require.

Grievance Procedure

Employees who believe they have been subjected to unlawful discrimination, harassment or victimisation should raise the matter using the Company's Grievance Procedure.

The Company's Grievance and Disciplinary Procedures are available from:

WEINSULATE.CO.UK LIMITED
Email: **jacki@weinsulate.co.uk**
Attention: **Jacqueline Smith-Hutchon**

Nothing in this policy affects an employee's statutory right to bring a claim before an Employment Tribunal within the applicable legal time limits.

Eric Smith-Hutchon - Director
Signature : *E. Smith-Hutchon* Date: 01/05/2026