

**Rubax Lifts Limited**

Wilson House  
 Cinnamon Park  
 Warrington WA2 0XP

**RUBAX LIFTS LIMITED POLICY**

<b>Document Title</b>	Equality, Diversity and Discrimination Policy
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**Authorisations** - This document requires the following authorisation from the below named individuals(s)

<b>Name:</b>	<b>Title:</b>
Dave Verey	Managing Director

*This policy is communicated to our employees and other interested parties.  
 It is displayed on the company notice board available for reference by employees.*

## **Equality, Diversity & Discrimination Policy**

***The company is committed to eliminating discrimination and encouraging diversity amongst our workforce, suppliers and customers. We oppose all forms of unlawful and unfair discrimination. Rubax is committed to ensure that the qualities of all current and potential employees, suppliers and customers are judged in line with our procedures and on merit, to that end we aim to ensure that:***

- a) no applicant, employee, supplier or customer receives less favourable treatment or service on the grounds of race, nationality, ethnic origin, religion or belief, sex, marital status, sexual orientation, disability or age. (Often described as 'Protected Characteristics')*
- b) all Rubax employees are aware of and comply with our legal duties under equality legislation, employment law, health and safety laws and regulations, environmental and other applicable UK legislation.*
- c) Rubax has a working environment and operating culture of doing business fairly, positively and without prejudice.*

In setting out this Policy, Rubax aims to ensure that a culture of fairness and respect prevails for all employees and those that we engage with.

### **Equal Opportunity**

The company is committed to the principle of equal opportunity in employment. Accordingly, policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sexual orientation, religion, age, disability, trade union membership or non-membership, sex or marital status. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely based on their relevant aptitudes, skills and abilities. It equally applies to our dealings with suppliers, customers and all others with whom we interact.

### **Company Commitment**

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- We will review all our employment practices and procedures annually to ensure fairness.

### **Our Responsibilities**

**The Managing Director** has ultimate responsibility for the establishment and effectiveness of this policy.

**Management has the primary responsibility for the successful implementation of the policy by:**

- Not discriminating in the course of employment against fellow employees or job applicants.
- Not inducing or attempting to induce others to practice unlawful discrimination.
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy.

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***Management will react professionally and appropriately where reports/complaints are raised based on discrimination, diversity and equality from any internal or external source.***

**Individual employees have the responsibility to ensure that they assist the Company in achieving these objectives by:**

- Not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during their duties.
- Not inducing or attempting to induce others to practice unlawful discrimination.
- Reporting any discriminatory action to Management.

The successful operation of this policy necessitates a contribution from each employee and all employees have an obligation to report any act of discrimination known to them. Employees who consider themselves a victim of unlawful discrimination may raise the issue through the Grievance Procedure.

A breach of this policy is a disciplinary offence and will be dealt with through our disciplinary procedure.

**Employees**

Rubax "**Employee Handbook**" is provided to everyone at every level in the organization at the start of their career with us. It contains greater detail and guidance pertaining to Equality, Diversity and Discrimination. The handbook can be used for reference

Our employees are given equality of opportunity within the Company and are encouraged to progress within the organization.

Rubax actively promotes fairness and transparency and will not tolerate any discrimination, victimization or harassment. Those acting in a discriminatory way will face investigation and potential disciplinary action that could include dismissal.

Rubax is committed to maintaining high standards of training and personal development. Training will be determined based on operational need or an agreed development plan.

Decisions regarding promotion and advancement will be made on merit. Such decisions will be made within the overall framework and principles of this policy.

All employees have a duty to report any inappropriate behaviour to a member of management.

**Suppliers & Sub-Contractors**

The suppliers and sub-contractors we use are determined and evaluated according to their ability to meet our specified and documented requirements.

**Recruitment & Selection**

Rubax aims to recruit those best suited and qualified to perform the required or anticipated tasks. The Company will recruit using a variety of methods including advertisements in local newspapers and Job Centres.

We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or sub consciously.

The wording of any vacancy advertising will not place unfair restrictions or requirements. Job postings will include wording demonstrating the Company's commitment to equality of opportunity. The basis of requirements will be in the context of those competencies needed to be effective in the role.

The selection processes used will consider the suitability of the applicant in terms of the requirements for the position.

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### **Monitoring**

The Company will maintain employment records and may review them to monitor the progress of the policy.

Monitoring may involve: -

- a) The collection and classification of information in relation to protected characteristics
- b) Analysis of the collected data
- c) Review of the results of such analysis to help verify the effective implementation of this policy, improve our processes and ensure direct or indirect discrimination is identified

### **External Support**

Rubax employs an external Employment Law company to provide appropriate advice, support and guidance on complying with Employment Law and Equality Diversity and Discrimination legislation.

Employees may use the independently maintained 'Employee Assistance Program (EAP)' to confidentially discuss issues related to this policy or any other matter.

### **The Law**

The Equality Act 2010 brings together nine separate pieces of legislation into one single Act simplifying the law and strengthening it in important ways to help tackle discrimination and inequality in Great Britain. They are as follows:

- Age
- Disability
- Gender reassignment
- Race
- Religion or beliefs
- Sex
- Sexual orientation
- Marriage and Civil Partnerships
- Pregnancy and maternity

### **Compliance is mandatory**

Non-compliance with this policy or reported incidents of discrimination, harassment and victimization will be investigated by senior management. Confirmed incidents will be managed using disciplinary procedures.

A handwritten signature in blue ink, appearing to be a stylized name.

Date: 20<sup>th</sup> July 2023