

## **POLICY MANUAL**

### **EQUALITY AND DIVERSITY POLICY**

#### **Policy Statement**

Duvine Limited aims to create a culture that respects and values differences, that embraces dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We are committed, wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

#### **Purpose**

The purpose of this policy is to ensure that existing members of staff, job applicants, members of the public, customers, suppliers and sub-contractors are treated fairly in an environment which is free from any form of discrimination with regard to nine of the protected characteristics as outlined by the Equality Act 2010 which are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality and ethnic origins)
- religion and or belief
- sex
- sexual orientation

#### **Principles**

Duvine Limited's commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our employees are recognised and valued.
  - To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
  - To promote equality in the workplace, which it believes is good management practice and makes sound business sense.
  - To treat breaches of the equality policy seriously and to take disciplinary action when required.
  - To ensure that all employees are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it.
  - To review the policy regularly.
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