Discrimination Policy

DISTRIBUTION

This Discrimination Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

Purpose

The purpose of this policy is to ensure that all employees, clients, customers, and other stakeholders are treated with dignity, respect, and fairness. The company is committed to promoting a work environment free from discrimination and harassment, where all individuals have equal opportunities.

Scope

This policy applies to all employees, contractors, volunteers, clients, customers, and anyone associated with the company, regardless of their role or status. It covers all aspects of employment, including recruitment, promotion, training, and termination.

Policy Statement

The company does not tolerate any form of discrimination based on race, color, religion, gender, gender identity, sexual orientation, marital status, age, national origin, disability, or any other characteristic protected by law. All decisions related to hiring, promotion, compensation, and other aspects of employment are based on qualifications, merit, and business needs.

Definitions

Discrimination: Unfair treatment of an individual or group based on characteristics such as race, gender, or disability.

Harassment: Unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive work environment.

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Victimization: Unfavorable treatment of someone because they have made or supported a complaint of discrimination.

Responsibilities

Employees: All employees must adhere to this policy and report any incidents of discrimination or harassment. Employees are encouraged to speak out if they witness any form of discrimination.

Managers and Supervisors: Managers are responsible for ensuring that their teams understand and comply with this policy. They must take immediate action if they become aware of any discriminatory behavior.

Human Resources: HR is responsible for providing training on discrimination and harassment, handling complaints, and ensuring compliance with this policy.

Reporting and Complaints

Any employee who believes they have been subjected to discrimination or harassment should report the incident to their supervisor, HR department, or a designated officer. Complaints will be handled promptly, thoroughly, and confidentially. Retaliation against anyone who files a complaint or participates in an investigation is strictly prohibited.

Investigation

All reported incidents of discrimination or harassment will be investigated fairly and objectively. The investigation will involve interviews with relevant parties, a review of evidence, and a determination of whether the policy has been violated. Appropriate corrective actions will be taken if necessary.

Consequences of Violations

Violations of this policy, including acts of discrimination, harassment, or retaliation, may result in disciplinary action, up to and including termination of employment. The company will also take steps to prevent further violations.

Training and Awareness

The company will provide regular training to all employees to ensure they understand their rights and responsibilities under this policy. Training will cover recognizing discrimination and harassment, reporting procedures, and creating an inclusive work environment.

Monitoring and Review

This policy will be reviewed regularly to ensure it remains effective and up-to-date with current laws and best practices. Feedback from employees is encouraged to improve the policy and its implementation.

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Contact Information

For questions or further information about this policy, employees should contact the Human Resources department.

Managing Director

Name: Danish Iftikhar

Sign: 

Dated: 22/09/2023