



JFS
Joseph Flach & Sons

Equality, Diversity and Inclusion Policy

JFS is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and services - is also committed against unlawful discrimination of customers or the public.

To that end, the purpose of this policy is to provide equality, fairness and respect for all stakeholders and not to discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation. We oppose all forms of unlawful and unfair discrimination.

All employees, whether full time, part 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. The organisation is opposed to and will avoid all forms of unlawful discrimination including in relation to pay and benefits, terms and conditions of employment, grievances and disciplinaries, dismissal, redundancy, parental leave and flexible working. 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.

Any form of harassment, bullying, intimidation or other inappropriate behaviour that causes offence will not be tolerated and will be dealt with accordingly. This includes cyber, physical or mental bullying.

Our Commitment

- To Encourage equality, diversity and inclusion in the workplace and ensure people feel able to raise issues freely.
- To create an environment where individual differences and the contributions of all our staff are recognised and valued.
- 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.
- Training, development and progression opportunities will be available to all staff.
- Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or worker, receiving less favourable treatment. Individuals will be selected, promoted and otherwise treated solely based on their relevant aptitudes, skills and abilities.



- Staff will be trained about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- To review our employment practices and procedures to ensure fairness.
- Complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities will be taken very seriously.
- Breaches of our equality policy against fellow employees, customers, suppliers and the public will be regarded as misconduct and could lead to disciplinary proceedings. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- To make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- This policy is fully supported by the Directors.
- This policy will be monitored and reviewed annually.
- We will also review and maintain the Dignity at Work Policy and Equality Policy within the staff handbook which provides more details around how staff will be protected and should ensure protection of colleagues and subordinates.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the staff handbook. This includes with whom an employee should raise a grievance – usually their line manager. Other stakeholders should raise any issues with a Director. Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Document Control

Review date	Version No	Reason for changes	Approved by
12/01/2024	V2	Added the document control	Karen Hensby
14/05/2024	V3	Updated and compared to ACAS template and handbook	Jo Dobson