

# Equality & Diversity Policy

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A Bright Solution Ltd. are committed to the principle of equal opportunities in employment. We are opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimization to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or disability and to any form of less favourable treatment on the grounds of handicap or age.

We will actively promote equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

Any employee who feels that he or she has been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter through the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. Any employee making a complaint of unfair discrimination will be protected from any victimization in any form.

**Harassment at Work:** harassment is unsolicited and unwelcome workplace behaviour that adversely affects the dignity of the recipient. Where such behaviour is motivated by gender, marital status, race, colour, national or ethnic origin, nationality or disability it also amounts to infringement of equal employment opportunity.

We are committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists after the recipient has made it clear that it is regarded as offensive, although a single offensive act can amount to harassment if it is so serious as to be obviously offensive towards the recipient. Any form of harassment is potential disciplinary matter.

The following examples illustrate the sort of conduct that may be treated as sexual harassment:

- Unwanted physical contact or conduct which is intimidating, or physically or verbally abusive. Harassment can also be non-verbal, for example, staring or gestures;
- Suggestions that sexual favours may further a person's career, or that refusal may hinder it;
- Sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
- Derogatory or demeaning remarks based on gender, or display or sexually explicit material in the workplace.

The following are examples that illustrate the sort of conduct that may be treated as racial harassment:

- Jokes about race.
- Offensive names used.
- References to people by offensive racist descriptions.
- Verbal or physical abuse because of a person's race or colour.
- Detrimental behaviour because of a person's race

- Denial of opportunity because of race.

This policy applies to verbal and physical action as well as any other form of communication such as text message, emails, and faxes as well as written communications. If you believe you are the subject of harassment you should make a formal complaint of harassment sensitively, impartially, effectively and quickly.

There will be no victimisation of any employee for making or supporting or assisting a complaint of harassment – even if the complaint is not upheld – provided the complaint was made in good faith.

## **POLICY RELATING TO DISABILITY**

Any employee who believes he or she has been unfairly discriminated against for reasons related to their disability can use the grievance procedure.

Recruitment is on the sole basis of the applicants abilities. A disability will not of itself justify the non-recruitment of an applicant.

No applicant is considered unsuitable for appointment or less suitable than another applicant unless full consideration has been given as to whether a reasonable adjustment can be made which will counteract the effect of his or her disability upon his or her suitability.

Where we do not have relevant expertise to resolve the problem we will be required to consult an outside specialist.

All employees have equal rights to training promotion and other aspects of career development based purely on their abilities. Promotion and training will be made accessible to disabled employees by such adjustments as are reasonable.

Harassment of disabled employees will be a disciplinary offence and may constitute gross misconduct

As part of our commitment to equal opportunities for disabled people we will ensure that all reasonable measures are taken to retain disabled employees in employment. We will make such adjustments as are reasonable to enable a disabled employee to carry out his or her duties. This will include consideration of the provision of specialist equipment, job re-design, re-training, flexible hours, remote working and/or re-deployment.

## **NEW AND EXPECTANT MOTHERS**

The company recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/ or additional measures will be necessary.

To implement effective measures for new and expectant mothers the company will ensure that;

- employees are instructed at induction to inform their responsible manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/ or their child and the control measures taken to protect them
- any adverse incidents are immediately reported and investigated

- appropriate training is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/ or hours or if necessary providing suitable alternative work or suspension with pay

## YOUNG PEOPLE AT WORK

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/ or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years, and to ensure the safety of young persons we will;

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them.
- provide a copy of the risk assessment to the parent/ guardian of any young person below the school leaving age.
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

Signed.....  
Mick Barrett  
Director  
8th August 2025



Signed.....  
Sam Pailor  
Director  
8th August 2025

