

Rigby Morrison FM Ltd - Equal Opportunities Policy

Rigby Morrison FM Ltd is fully committed to being an Equal Opportunities employer. We provide services which support diversity and promote equality and encourage a working environment in which:

- All persons, whether employees (actual or prospective) are treated with equal dignity, respect, and fairness.
- No person shall be unlawfully discriminated against, either directly or indirectly, on the grounds of their sex, gender, marital status, racial, ethnic, or national origin, religion or belief, sexual orientation, political belief, age, or disability.
- No person shall be unlawfully discriminated against for being associated with another person with a protected characteristic.
- No person shall be victimised or harassed on any of the above grounds; and
- Diversity is valued within the workforce.

Scope

The purpose of this policy is to set out the standards applicable to all employees at Rigby Morrison FM Ltd and to establish procedures for the handling of grievances and the implementation and operation of this policy.

This policy shall be applied in the advertisement of jobs, the recruitment and selection process, training, promotion, pay and other benefits, hours of work and all other aspects of employment.

Key Legislation

The Equality Act 2010 brings together over 166 pieces of legislation into one single Act, creating a framework to protect the rights of individuals and advance equality of opportunity for all.

Responsibilities

Although ultimate responsibility for the Company's implementation of and adherence to this policy rests with the Directors, every employee is responsible for ensuring that their own conduct and, so far as is practicable, the conduct of their colleagues, complies with this policy.

Management and those employees with responsibility for the supervision of others shall be made aware of this policy and, where appropriate, be given adequate training.

Employer's responsibilities

It is the responsibility of the Employers at Rigby Morrison FM Ltd to ensure that:

- The recruitment, selection, discipline, promotion, and training of employees complies with this policy and are influenced only by valid considerations of merit, ability, and suitability.
- To monitor the implementation of this policy, including the outcome of disciplinary or grievance procedures and the handling of recruitment, selection and promotion.
- To update or revise this policy if, and when necessary, and to inform staff of any changes.

- To ensure that all staff and managers are made aware of this policy, their responsibilities under it, the applicable legislation and, where required, to provide appropriate training.

Employee's responsibilities

Employees at Rigby Morrison FM Ltd have the responsibility to comply with the guidelines of this policy when acting in the course of their duties, on Company business or on Company property.

Where the employee performs a supervisory function, they must ensure that their colleagues adhere to this policy and, in any event, they do not inform management of any breaches of this policy.

Grievance

To ensure the successful operation of this policy, employees may make use of this procedure to state a grievance.

- Employees should inform their direct line manager if they feel they are the subject of discrimination or if they know or suspect that discrimination or victimisation has taken place or will take place.
- If the grievance relates to the employee's direct line manager, the grievance may be presented to a senior manager.
- The manager who receives the grievance should then proceed to investigate the matter and should at that stage refer to the Company's Disciplinary and Grievance procedure for further guidance.
- An employee who is proven to have committed a breach of this policy will be liable to a sanction under the Company's Disciplinary Procedure. Should the offence be sufficiently serious it may constitute gross misconduct, resulting in immediate dismissal without pay.
- All grievances will be kept **strictly confidential** unless, and until, the aggrieved employee agrees otherwise or disclosure is required to prosecute or defend legal proceedings, or under any applicable legislation.

Record Keeping

All documentation in relation to any grievance presented and the conclusions drawn during any investigation shall be kept on record within the company.

Approval

This Policy, and the associated processes and procedures, are approved by the Managing Director on behalf of the Board as the authority for our Quality documents within the company.

Review

This policy will be monitored regularly and will be reviewed annually.

Signed:



Andrew Shepherd
Managing Director
Rigby Morrison FM Ltd.
02 March 2025

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