**Equal Opportunities Policy**

**1. Policy Statement**

Blakes Workplace Solutions Limited is committed to promoting equal opportunities in employment, career progression, and workplace inclusion. Our aim is to create an inclusive and supportive environment free from discrimination, harassment, and victimisation, in accordance with the Equality Act 2010.

We believe that a diverse workforce strengthens our organisation and improves the experience of our employees, clients, and customers.

This policy reflects our commitment to ensuring that everyone has fair access to opportunities and that their contributions are valued and respected.

**2. Purpose**

This policy is designed to:

* Prevent discrimination and harassment in all aspects of employment.
* Promote equality, diversity, and inclusion at every level.
* Ensure compliance with the Equality Act 2010.
* Outline the responsibilities of employees and managers in upholding the principles of equality.

**3. Scope**

This policy applies to all employees, contractors, job applicants, volunteers, and anyone conducting business with Blakes Workplace Solutions Limited,. It covers all aspects of employment, including recruitment, promotion, training, remuneration, and decisions related to employment status.

**4. Protected Characteristics**

In line with the Equality Act 2010, the following characteristics are protected:

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race (including colour, nationality, ethnic or national origin)
* Religion or belief
* Sex
* Sexual orientation

Any form of discrimination, harassment, or victimisation based on these characteristics is strictly prohibited.

**5. Responsibilities**

* **Management**: Responsible for ensuring compliance with this policy, promoting equal opportunities, and acting promptly to address any issues related to discrimination or harassment.
* **Employees**: Expected to uphold the principles of equality, diversity, and inclusion, report any incidents of discrimination or harassment, and treat colleagues, clients, and customers with respect.
* **Human Resources (HR)**: Oversees recruitment processes, ensures fair employment practices, handles complaints, and provides training on equal opportunities and diversity for all employees.

**6. Recruitment, Promotion, and Career Development**

All recruitment, promotion, and career development decisions will be based on objective criteria, fairness, and merit. Candidates will be assessed based on their qualifications and suitability for the role, and reasonable adjustments will be made to accommodate applicants and employees with disabilities.

**7. Training and Development**

Blakes Workplace Solutions Limited, is dedicated to providing equal access to training and professional development opportunities. Training will be provided to ensure employees understand their rights and responsibilities under this policy, with regular updates on diversity, inclusion, and the promotion of a fair workplace culture.

**8. Complaints Procedure**

* **Reporting**: Employees who believe they have been subjected to discrimination, harassment, or victimisation are encouraged to report the incident to their line manager or the HR department. Confidentiality will be maintained wherever possible.
* **Investigation**: The HR department will conduct a fair and thorough investigation of any complaints raised. If a complaint is substantiated, disciplinary action will be taken in line with the company’s procedures.
* **Resolution**: Blakes Workplace Solutions Limited, is committed to resolving complaints fairly and effectively, including through mediation and other measures as appropriate.

**9. Monitoring and Review**

Blakes Workplace Solutions Limited, will regularly monitor and review this policy to ensure compliance with legislation and alignment with our commitment to equality and diversity. The policy will be reviewed at least annually, and we encourage employees to provide feedback to enhance our equality practices.

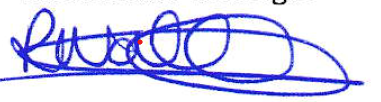
**10. Consequences of Breach**

Any breach of this policy may lead to disciplinary action, up to and including termination of employment. Blakes Workplace Solutions Limited, reserves the right to take further action if an individual’s conduct violates this policy or the principles of equality and fairness.

Owner: Mike Byrne (Company Director)



Rachel Walker (Director)



Dated 30 September 2024