

## Equality Policy

Universal Group is an equal opportunity employer and contractor and is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination. We aim 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.

Universal Group will take all reasonable steps to employ, train and promote employees and contractors on the basis of their experience, abilities and qualifications without discrimination to anyone's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Universal Group will take all reasonable steps to provide a work environment in which all employees and contractors are treated with respect and dignity and that is free of harassment. Discrimination against anyone based upon a person's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability will not be tolerated.

Universal Group opposes all forms of discrimination including in relation to pay and benefits, terms and condition of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, a selection for employment, promotion, training or other developmental opportunities.

Universal Group believes that everyone should live with dignity and respect. Older people are equal members of society and the workforce and shall not be subjected to ageist attitudes, stereotyping or age discrimination. Universal Group will secure the health and safety of all their workers, irrespective of age.

Universal Group will not condone any form of harassment, bullying, victimisation and unlawful discrimination, whether engaged in by employees or by third parties who do business with Universal Group.

Our commitment to this policy includes training Managers and all employees, including contractors about their rights and responsibilities under this equality policy. Individuals are responsible for conducting themselves to help Universal Group provide equal opportunities in employment, prevent bullying, harassment, victimization and unlawful discrimination.

Universal Group will take seriously complaints by employees, customers, suppliers, visitors, the public and any others in the course of work. Employees and contractors have a duty to co-operate with Universal Group to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken in accordance with Universal Group disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation.

Serious breaches of this equality and dignity at work policy statement will be treated as potential gross misconduct and could render the employee/contractor liable to summary dismissal. Employees and contractors must also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees and contractors who commit serious acts of harassment may also be guilty of a criminal offence.

You should draw the attention of your immediate line manager to suspected discriminatory acts or practices or harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment, or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

This policy will be reviewed annually, as a minimum.

Signed 

Managing Director

Dated

26/02/2024