



Equal Opportunities Policy

Diligent Developments Limited is trading as Diligent Developments
Directors – Ralph Lewars, Sebastin Stephenson
Company Number – 5323384

Registered Office – 51 FARNBOROUGH AVENUE, SOUTH CROYDON, CR2 8HG



The Policy

Diligent Developments is an equal opportunities employer. It will not allow discrimination on the grounds of:

- sex
- disability
- race
- age
- part time status
- employees seeking to benefit under maternity/paternity provisions etc.
- religion or beliefs
- sexual orientation
- family circumstances
- spent convictions (subject to the rules within the Rehabilitation of Offenders Act)
- trade union membership/activities
- activities as a health and safety representative
- activities as a pension trustee or
- by virtue of the fact that the employee may make a protective disclosure.

Diligent Developments also ensures that no individual is disadvantaged by conditions or requirements that cannot be shown to be justified in law or relevant to the performance of the job.

Diligent Developments will honour all relevant legislation in these areas.

Diligent Developments will do its utmost to ensure that all applicants and employees are treated fairly, and that the Company's environment is free from discrimination. Selection criteria and personnel procedures will ensure that individuals will be selected, promoted and treated on the basis of their relative abilities and merits, and according to the requirements of the job. All employees will be given equal opportunity and, where appropriate, training, to progress within the firm.

Your role in equal opportunities

The success of any policy depends on the degree of commitment of all employees. Everyone should be aware of this policy and of the obligations that fall upon them both to ensure its success and to comply with both the policy and the legislation relating to discrimination.

For example should an employee be disabled or become disabled during their employment they have a responsibility to ensure that they inform the organisation about their disability and suggest any "reasonable adjustments" to their job or working conditions or environment which may be necessary or which would assist them in the performance of their duties. Careful consideration will be

given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the organisation to accommodate those proposals.

Any breach of the Company's Equal Opportunities Policy will be regarded very seriously and is likely to constitute gross misconduct. Such a breach is likely to lead to disciplinary action which may result in dismissal.

If an employee considers that they are receiving less favourable treatment on the grounds of sex, marital status, religious belief, sexual orientation, age, disability, race, colour, nationality, spent convictions or ethnic origins, they may make a complaint through the Company's Grievance Procedure.

Alternatively, if an employee feels they are being bullied or harassed in respect of any of these issues, they should revert to the Company's Bullying or Harassment Policy, as relevant.

What to do if you are the victim of discrimination?

If you feel you are discriminated against in any way – tell someone! This may be your immediate boss or a member of the H R Department.

All complaints about another member of staff will be strictly confidential and any complaint will be investigated immediately, thoroughly and objectively.

Please do not suffer in silence – speak out. The Company cannot alleviate the problem if we do not know about it.

If you have been subjected to discrimination, you may seek confidential assistance from the H R Department who will be able to advise and assist you in devising means of preventing a re-occurrence of the unwanted behaviour.

In the event that the matter cannot be resolved informally, you will be required to put the complaint(s) in writing in order that the matter may be handled in accordance with the Company's Grievance Procedure and, if necessary, the Disciplinary Procedure.

Procedures for those who are caught discriminating

Discrimination is illegal. It will, therefore, be taken very seriously.

If a complaint has been made against an alleged discriminator full investigation will take place and may involve the suspension of all parties pending completion of the investigation. Suspension is no sign of guilt but simply for the protection of all parties.

Once the investigation is completed the grievance and disciplinary procedure will be followed, as appropriate.

For further information on the procedure that will be followed if a complaint of discrimination is reported, please contact the H R Department.