

1.0 Objective

- 1.1 The purpose of this policy is to provide equality and fairness for everybody in our employment and not to discriminate against any individual.
- 1.2 We encourage a working environment in which diversity is recognised, valued, and encouraged. We are committed to principles of fairness and mutual respect in which the concept of individual responsibility is accepted by all. It is the responsibility of all employees to ensure they observe and adhere to this policy at all times. Any breach is viewed seriously and will lead to investigation and potentially disciplinary action, which may include summary dismissal in instances of gross misconduct.
- 1.3 We recognise that discrimination in the workplace is unacceptable and, in most cases, unlawful. We have therefore adopted this policy to ensure that all job applicants and employees along with those who use our organisation are treated fairly and without favour or prejudice. It applies throughout all areas of employment; recruitment and selection, training, development, benefits, rewards, promotion, dealing with grievances and in our treatment of disciplinary issues.
- 1.4 The selection methods we use for recruitment are related to the requirements of the job and we do not seek irrelevant qualifications. Applicants for employment are short-listed/selected solely based on their assessed capability.
- 1.5 We will ensure that no job applicant or employee receives less favourable treatment on the grounds of their protected characteristics: -
 - 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

2.0 Policy

- 2.1 Paragon TM Ltd and its management have a duty to actively promote and practice equality and diversity in the workplace. Every employee has a duty, both morally and legally, not to discriminate against individuals or groups by their actions, behaviours, or attitudes.

3.0 Our commitment

- 3.1 To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- 3.2 Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

- 3.3 All processes relating to the management of people in the company are fair and based on individual ability.
- 3.4 Training, development, and progression opportunities are available to all staff.
- 3.5 Employment practices and procedures are in place to ensure fairness.
- 3.6 All employees will be provided with an induction to give them a clear understanding of the business. This policy will also form part of the induction process and be issued to all new starters



4.0 Responsibilities

- 4.1 Each employee is a stakeholder in the success of this policy. We expect every employee to make a positive contribution towards creating an environment of equal opportunity throughout the organisation by observing this policy at all times. Employees have individual responsibility to adopt the following:
 - 4.1.1 refrain from pursuing discriminatory actions or taking decisions, which are contrary to the spirit of this policy.
 - 4.1.2 do not harass, abuse, or intimidate anyone on account of their protected characteristics.
 - 4.1.3 do not place pressure on any other employee to act in a discriminatory manner.
 - 4.1.4 resist pressure to discriminate placed on you by other employees and report such matters.
 - 4.1.5 co-operate with investigations including providing evidence of acts or conduct that amount to discrimination.
 - 4.1.6 co-operate with any measures introduced to develop or monitor equal opportunity.
- 4.2 Discrimination is not just treating one person less favourably than another. Discrimination can take place against someone who associates with a person with a protected characteristic or against someone believed to possess a protected characteristic (even though they don't). It can also be discrimination where something particularly disadvantages people who share a protected characteristic more than others.
- 4.3 It is fundamental to your employment that you treat and are treated by other employees and those who use, or are otherwise associated with our organisation, considerately and with respect.

5.0 Breach of Policy

5.1 Breaches of the diversity policy will be regarded as misconduct and could lead to disciplinary proceedings. Any employee who feels that they have been unfairly treated should raise the issue using the grievance procedure. All such complaints will be treated seriously, investigated thoroughly, and dealt with quickly and in complete confidence.

5.2 Our grievance procedure is available to any individual who believes that they have been discriminated against and we recommend such individuals to pursue the matter through this channel.

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