



Management of Equality and Diversity

STATEMENT OF GENERAL POLICY

POLICY AIMS AND SCOPE

TB Davies (Cardiff) Limited is an equal opportunities employer, we are committed to eliminating discrimination or harassment of any employee or job applicant and we encourage diversity amongst our team and with those with whom we have contact in our service delivery. Our aim is that everyone feels respected and able to give their best.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued
- Every team member is entitled to a working environment that promotes dignity and respect to all
- No form of discrimination, intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all team members
- To acknowledge that equality in the workplace is good management practice and makes sound business sense
- We will review all our employment practices and procedures to ensure fairness
- We will vet suppliers and any sub-contractors to ensure they comply with our policy including auditing of our suppliers

Mat Gray
Director

David Gray
Managing Director

Issue Date: October, 19th, 2017
Review Date: October 19th, 2018

Registered Office: TB Davies (Cardiff) Limited, Lewis Road, Cardiff, CF24 5EB
Company Registration No. 534073

Management of Equality and Diversity

RESPONSIBILITIES

Overall and final responsibility for equality and diversity is that of:

Mat Gray,
Company Director

All directors and managers will have responsibility for ensuring this policy is put into practice and that action is taken to monitor that everyone is complying with the policy. They will ensure any breaches are reported and support any necessary actions or sanctions as a result. Additionally, they will ensure that they keep up to date with the current developments and changes in legislation. Training to raise awareness and understanding of changing requirements will be provided where necessary.

Breaches of the policy by team members and any unfair or unlawful discrimination or practices will not be acceptable and will be dealt with under the disciplinary procedures. In serious cases, this could lead to dismissal of the individual(s) concerned.

This policy however, applies to all team members and how we deal with our colleagues, clients, suppliers, stakeholders, potential team members and anyone else we deal with throughout our employment. It also applies to service delivery, recruitment, terms and conditions of employment, training, development and promotion and every other aspect of employment at TB Davies.

In order to build upon a culture which embraces diversity within the organisation, all team members have a responsibility to promote and contribute to an environment that embraces diversity, ensuring their behaviours and actions do not amount to discrimination, harassment, bullying or victimisation in anyway.

All team members will therefore ensure that:

- They co-operate fully with the requirements of this policy and any measures introduced to develop our equality and diversity practices
- They respect the sensitivities of others
- They refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of the policy
- They do not instruct, induce or attempt to induce or pressurise other employees to act in breach of this policy
- Employees who make complaints of breaches of this policy are treated fairly and responsively, both when the complaint is made and thereafter
- If employees believe they or others are a victim of harassment or witness any forms of harassment they have a responsibility to report this behaviour to a director
- That they continually encourage and challenge suppliers and contractors to promote equality and diversity

Diversity and equality is also important in order for us to be successful. Our objective is to attract, develop, and retain the best people with suitable qualifications, relevant experience, personal competencies and potential, regardless of age, gender, transgender, marital or civil partnership status, maternity and pregnancy, race, disability, religion or belief or sexual orientation.

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MANAGEMENT OF SUPPLIERS AND SUB-CONTRACTORS

TB Davies extends the scope of its policy to all suppliers and sub-contractors, and as such has vetting and auditing processes in place.

All suppliers and contractors will be required to adhere to our equality and diversity policy and to ensure they comply with our policy and relevant legislation at all times.

Suppliers or sub-contractor must ensure that:

- They have an equality and diversity policy in place and that it is regularly reviewed and monitored;
- They complete our questionnaire when requested and comply with any requests from TB Davies for evidence that the policy has been implemented;
- They comply with any request from TB Davies to audit their equality and diversity practices
- Ensure all their employees act in line with the policy and provide appropriate levels of guidance and training;
- They comply fully in responding to any issues or complaints raised in relation to their equality and diversity practice;
- They complete any actions for improvement issued;
- That they comply with the Modern Slavery Act and that no products or services provided to TB Davies contravene this Act.

TB Davies will ensure that:

- All suppliers and sub-contractors are vetted and complete our questionnaire
- All completed questionnaires are reviewed and where deemed necessary conduct audits of compliance;
- Investigate any breaches in equality and diversity
- When concerns are raised or identified, issue the supplier or sub-contractor specific actions for improvement and monitor implementation through audit
- Where serious breaches are identified take appropriate action which could result in the supplier or sub-contractor services or products being terminated
- Take steps to ensure that our suppliers are not engaged in slavery and/or human trafficking within or outside of the UK

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Appendix A

SUPPLIER STATEMENT OF COMMITMENT TO EQUALITY AND DIVERSITY

No	Statement	Yes/No
1	Do you have written policies in place to ensure that you as an employer and as a service provider comply with your statutory obligations under the equality legislation, which applies to Great Britain, or equivalent legislation in the countries in which you employ people? If so, please attach a copy	
2	Does your equal opportunities policy cover, the nine protected characteristics of age discrimination, gender (sex) discrimination, transgender, marital or civil partnership status, maternity and pregnancy, race, disability, religion or belief and sexual orientation?	
3	Does your policy show levels of responsibilities and a process for dealing with breaches in equality and diversity practice? Please attach a copy of your policy.	
4	Is your policy made available and communicated to all employees in a way they understand their individual responsibilities?	
5	Have you provided guidance and/or training to employees on compliance with equality and diversity legislation and your own policy?	
6	Has your organisation been the subject of formal investigation resulting in a proven case on grounds of alleged unlawful discrimination? If the above formal investigation was proven, what steps did you take in consequence of that finding? (please attach details of the improvements made)	
7	Does your organisation fully comply with The Modern Slavery Act 2015 and have you taken steps to ensure that your own services and products, and those of you suppliers and sub-contractors are not engaged in slavery and/or human trafficking within or outside of the UK? Do you have a vetting process in place for your suppliers and sub-contractors?	

DECLARATION

I certify that the information submitted within this statement is correct. I understand that the information will be used to assess my organisation's suitability to become a prospective supplier of TB Davies (Cardiff) Limited and that information will be held on computer and manually for this purpose in accordance with the Data Protection Act. I commit to informing TB Davies of any changes to any of the information I've provided above, as quickly as possible.

Name:	Position:
Business Name:	Address:
Signature:	Date: