

# Equal Opportunities, Diversity and Inclusion Policy

It is Approved Power Services Ltd's policy to promote equality of opportunity in employment regardless of sex, marital status, race, colour, nationality, ethnic or national origins, sexual orientation, disability and perceived religious affiliation. This will apply to the recruitment and selection, promotion, training, pay, conditions of employment and the allocation of work to all employees at Approved Power Services Ltd.

## General

Approved Power Services Ltd is committed to providing a working environment in which its employees know that all employment decisions affecting them, including those relating to selection, promotion and pay are made using objective business criteria and that they are based on people's personal skills and potential contribution.

Approved Power Services Ltd employee's must observe and promote this policy. Discrimination will not be tolerated in any form. Approved Power Services Ltd are committed to eliminating discrimination from the workplace.


Approved Power Services demonstrates a commitment to ensure that:

1. The company will seek to recruit new employees in a fair manner, such as advertising in the local press, job centre, careers offices, colleges and schools with the aim of attracting interest from a wide community.
2. The company will select new employees entirely on their suitability for the particular job available.
3. Training will be provided for all employees and this will extend to managers and any person involved in the recruitment of staff by the company and the level of this will be determined by the type of job available. Training will be ongoing and seeks to achieve the company's obligations under the Race Relations Act 1976 and also develop the necessary skills to operate the policy adequately
4. The company will investigate any complaints or grievance regarding racial harassment, bullying, abusive or aggressive conduct or any other matter that creates a disturbance within the work force or individual personnel. All complaints should be made verbally, in writing or both to the Director who will take the necessary action to rectify the problem.

Approved Power Services Ltd acknowledge the following important reasons for Equality and Diversity:

1. as people working together as a business, all employees have obligations to respect and value each other. Equality of opportunity is a fundamental aspect of such respect;
2. to be the best managed company, Approved Power Services Ltd wants to attract and develop the most talented people. Ensuring equality of opportunity and valuing diversity will help Approved Power Services Ltd to understand the needs of, and provide the best possible service to, our customers; and
3. there are legal obligations intended to promote equality of opportunity. As a responsible company, it is essential that Approved Power Services Ltd complies these obligations

This policy also applies to people who have applied to Approved Power Services Ltd for Employment.



**Paul Oakes (Managing Director)**  
**08/01/2020**