

Background

Taylor and Fraser are an equal opportunities organisation. We are committed to ensuring within the framework of the law that our workplaces and work practices are free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), sexual orientation, religion or belief, age, marital status or physical or mental disability.

We value diversity and are committed to promoting diversity within the workplace by seeking to ensure that all individuals are treated fairly with dignity and respect and by recognising and encouraging individual contribution within the organisation.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equality and diversity policy as a means of helping to achieve these aims.

We are committed to ensuring that all our staff and all applicants for employment are protected from unlawful discrimination in the workplace. We endeavour not to discriminate in the areas of recruitment, selection, promotion, transfer, training, access to benefits and services, discipline or dismissal.

It is also our policy that all employees should be allowed to work in an environment free from harassment, bullying or unsolicited or unwelcome comments or overtures on discriminatory grounds.

In recognition of the principle of equality of opportunity, we recognise that all staff should receive equal pay for the same work, work rated as equivalent and for work of equal value. We recognise that in order to achieve equal pay for employees doing equal work, we should operate a fair pay system based on objective criteria and free from bias.

What is discrimination?

Direct discrimination occurs where someone is put at a disadvantage or treated less favourably on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

Examples:

A woman with young children fails to obtain a job because it is feared that she might be an unreliable member of staff.

A Sikh applicant for a senior post is not appointed because he might not 'fit in' with the existing (all white) team.

A person is subjected to sexual innuendo or other offensive conduct of a sexual nature at work.

Indirect discrimination occurs where the individual's employment is subject to an unjustified provision, criteria or practice which is applied equally to persons of all groups but which puts or would put at a particular disadvantage persons of a particular group and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Examples:

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A requirement for Standard Grade or GCSE English as a selection criterion. This would have a disproportionately adverse impact on people educated overseas or people of a certain age and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.

Full-time work - this would have a disproportionately adverse impact on more women with small children as they are generally accepted as taking the primary childcare role. It may not be justified if our business needs can still be met by more flexible working arrangements.

Disability discrimination occurs where an individual is unjustifiably disadvantaged in employment/recruitment for a reason connected with his/her disability unless the discrimination cannot be avoided by making reasonable adjustments.

Examples:

Failure to recruit a wheelchair user without first considering whether the working arrangements or premises can reasonably be adapted to his needs.

Victimisation occurs where an individual is treated less favourably than colleagues because he/she has taken action, in good faith, to assert their statutory rights or assisted a colleague with information in that regard.

Harassment is unwanted conduct based on discriminatory grounds, which affects the dignity of an individual at work or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may be visual, verbal or physical.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

In addition, all workers and employees of Taylor and Fraser are required to adhere to this policy in their dealings with members of the public or any other third parties in the course of their employment with Taylor and Fraser.

Implementing equality of opportunity

Recruitment and employment decisions will be made based on fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited, and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

In respect of the employment of persons with a criminal conviction, Taylor and Fraser's primary responsibility is to provide a safe working environment for its staff and third parties. Taylor and Fraser will, however, undertake to ensure that its recruitment practices will provide such an environment whilst not unreasonably discriminating against an individual with a criminal record. Taylor and Fraser will take into

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account the position applied for and the nature and circumstances of the offence prior to making a decision as to whether or not to recruit a person with a criminal record.

Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity and diversity.

Consequences of Breach of Policy

All employees of and workers engaged by Taylor and Fraser have an obligation to act in accordance with this policy. Any breach of the obligations imposed by this policy will be treated as misconduct and will be dealt with in accordance with the Taylor and Fraser's disciplinary and dismissal procedure and may, depending on the nature of the breach, constitute gross misconduct which may lead to your summary dismissal.

Overall responsibility for the implementation of this policy rests with the Managing Director of Taylor and Fraser.

All levels of management will co-ordinate the policy's implementation and can deal with any queries relating to it. The day-to-day responsibility of ensuring that this policy operates effectively in practice is the responsibility of all employees and workers and Taylor and Fraser's management. The application of and adherence to this policy is the collective responsibility of all employees, workers and officers of Taylor and Fraser.

Complaints Procedure

Any employee or worker of Taylor and Fraser who believes they have been the subject of discrimination is encouraged by Taylor and Fraser to bring a formal complaint and to seek advice in doing so. The complaint should be made in writing to hr@taylorndfraser.com and should state:

- The nature of the discrimination
- All personnel involved
- Details of when and where this occurred
- Details of any witnesses

The HR Department will then carry out an investigation into the complaint and, should the complaint prove to be founded then the appropriate action will be taken by Taylor and Fraser.

Any complaint lodged by an employee of Taylor and Fraser in respect of a contravention of this policy will be treated as a formal grievance and will be dealt with under Taylor and Fraser's grievance policy (unless the employee consents to an informal resolution to the matter and does not wish the matter to be treated as a formal grievance).

Implementing this policy

Taylor and Fraser undertake to publicise this policy by providing all employees and workers with a copy of this policy. Personnel will be provided with training on the effective implementation of this policy.

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Monitoring, Review & Guidance

Taylor and Fraser recognise the need for the monitoring and review of the implementation of this policy and for the provision of training and guidance to all officers and employees involved in the selection of employees or workers and candidates on behalf of clients and the management of employees. The implementation of this policy will be monitored by Taylor and Fraser at regular 6 monthly intervals.

Variations and Amendments

This policy does not form part of your contractual terms and conditions of employment and does not and is not intended to have contractual effect. Taylor and Fraser reserve the right to revise this policy from time to time.

Name: Andrew Norris

Position: Managing Director

Signed:



Date: 03.09.2026

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