

Equality Opportunities Policy

1. Statement of Intent

Precious Moments and Health Limited's policy is based on the Equality Act 2010. Our policy on equal opportunities is published and made available to all employees and contractors.

- We give equal regard to people regardless of their age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour, or nationality) religion or belief (including lack of belief), sex and sexual orientation. physical or mental ability.
- We provide equal opportunities for employment and contract work to suitably qualified people regardless of their age, race, religion, gender, sexual orientation or physical or mental ability.
- We try to provide suitable facilities and a network of support and help to anyone with disabilities working within our organisation. Any discrimination identified will be challenged and, if action is not taken, will lead to termination of the contracted work.
- We encourage a working environment in which bullying and harassment are always unacceptable and where individuals have the confidence to complain about bullying and harassment should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. Complaints will not be ignored but investigated swiftly and confidentially ensuring the rights of all are protected.

2. Procedures Relating to Recruitment, Training and Promotion

Our recruitment procedures for both direct employment and contracting work are fair to ensure that applicants are considered on merit alone and not on the basis of their age, culture, language, religious practice, gender, socio-economic group, sexual preference or physical or mental ability. We ensure staff and contractors are aware of our Equal Opportunity policy, to consider the needs of all individuals in their day to day work.

Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the code of practice and undertake to treat all applicants for positions fairly.

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We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about.

We are committed to the fair treatment of staff, and users of our services, regardless of age, race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records.

At interview, we ensure that an open and honest discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Conditions of Service

Our employees and contractors will use facilities suitable to carry out their work effectively. In the case of people with disabilities, efforts will be made to ensure easy access to the premises (for example, ramps) and will procure if necessary specialist equipment that may be needed for them to carry out the tasks required.

3. Reporting malpractices

We take all claims of bullying, harassment, and discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavorably because of a protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. This covers all behavior including remarks and insinuation, both verbal and non-verbal, which cause offence.

Any member of staff who is subject to harassment, bullying or discrimination is encouraged to refer to our Complaints Procedure Policy. The company will not tolerate any harassment from third parties towards its employees/contractors.

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4. Sickness absence and annual leave (only relevant to employees)

Where necessary in relation to employed personnel, we will manage all absence including disability, pregnancy, and gender reassignment-related absences by recording the reasons for absence accordingly. Employees who are absent from work due to illness will be entitled to receive sick pay.

In the event of an employee falling sick while on annual leave, annual leave entitlement should be reinstated so long as the appropriate sickness reporting procedures have been followed. Should an employee wish to go on holiday during a period of long-term sickness absence, then they would need to request annual leave in line with their annual leave policy, and this would normally be agreed as long as the holiday period does not have a detrimental effect on the employee's rate of recovery.

5. Misuse of drug and substances

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment.

While working, employees/contractors must not:

- Possess, use or be under the influence of alcohol, inhalants, or drugs.
Employees/contractors can consume alcohol in moderation while in approved business meetings.
- Sell, buy, transfer, or distribute drugs or drug paraphernalia.

6. Disciplinary Consequences

Any individual reporting for duty while their ability to work is affected by alcohol, drugs or other substances will not be permitted to work and may be subject to disciplinary action.

7. Smoking

Our working environment is a smoke free zone. Smoking is prohibited on all premises unless authorised to do so in a specified area. This policy applies to all employees, contractors, consultants, clients, and visitors.

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8. Modern Slavery Act 2015

As a small organisation we are aware of the Modern Slavery Act 2015, even though we are not required to make a statement under legislation. We can confirm that there are no supply chains or present circumstances where we are involved that gives us concern under the Act however, we are always mindful of the Act. We have a zero-tolerance approach to slavery and is committed to preventing acts of slavery and human trafficking from occurring within both its business and supply chain, and imposes those same high standards on its contractors, suppliers and other business partners.

9. Grievance and Disciplinary Procedures

Grievance procedures should be made in the first instance to the Managing Director, Mauva Johnson-Jones. A full investigation and report will be made within 28 days of the grievance being received.

In the case of complaints, disciplinary measures will be taken against anyone using racist or sexist words or behaviour, or who engages in sexual harassment or who makes disparaging or demeaning remarks about a person's disability. Such measures will start with a warning and could end with dismissal and/or court action against the person concerned.

Dated: 09.05.2020

Next review date:08.05.2021

**Mauva Johnson-Jones
Managing Director
Precious Moments and Health Ltd.**