

POLICY NAME:	EQUALITY AND DIVERSITY	DATE:	JANUARY 2026
POLICY REVISION:	02	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, part of GFS improvement process. Section 10 changed 'Operations Manager' to 'Jonathan Clark'. Section 11 changed 'Operations Manager' to 'Managing Director'.

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's position to its commitment on promoting equality, diversity, and including throughout all aspects of our operations. We recognise that a diverse and inclusive workforce enhances innovation, performance, and collaboration, while reflecting the communities and clients we serve.

We oppose all forms of unlawful and unfair discrimination. All employees, job applicants, contractors, clients, and stakeholders will be treated fairly and with respect, regardless of:

- Age.
- Disability.
- Gender reassignment.
- Marriage or civil partnership.
- Pregnancy and maternity.
- Race (Including colour, nationality, ethnic or national origin).
- Religion or belief.
- Sex.
- Sexual orientation.

This policy is underpinned by the Equality Act 2010 and supports compliance with ISO 9001, ISO 14001, CHAS, CQMS, and Constructionline Gold standards.

3. SCOPE

This policy applies to:

- All employees (Permanent, temporary, apprentices, and agency workers).
- Contractors, consultants, and suppliers working on behalf of Glass and Framing Solutions Limited.
- All applicants during recruitment and selection.
- Client and stakeholder interactions.

4. LEGAL AND REGULATORY FRAMEWORK

This policy complies with:

- Equality Act 2010.
- Human Rights Act 1998 (Related Legislation).
- Employment Rights Act 1996
- Health and Safety at Work Act 1974 (With respect to dignity and welfare at work related legislation).
- ISO 9001:2015 and ISO 14001:2015 standards on responsibility and leadership.
- CHAS, CQMS, and Constructionline Gold requirements for equal opportunities and workforce welfare.

5. COMMITMENTS - RECRUITMENT AND SELECTION

- Ensure all recruitment, selection, and promotion processes are free from discrimination.
- Job descriptions and person specifications will be based on objective criteria.
- Applications will be considered based on skills, qualifications, and experience only.

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6. COMMITMENTS - EMPLOYMENT PRACTICES

- Provide equal opportunities for training, development, and career progression.
- Make reasonable adjustments to accommodate employees with disabilities.
- Ensure pay, benefits, and terms of employment are applied consistently and fairly.

7. COMMITMENTS - WORKPLACE CULTURE

- Provide equal opportunities for training, development, and career progression.
- Make reasonable adjustments to accommodate employees with disabilities.
- Ensure pay, benefits, and terms of employment are applied consistently and fairly.

8. COMMITMENTS - TRAINING AND AWARENESS

- Deliver regular equality and diversity training to all staff.
- Provide targeted training for managers and supervisors on fair decision making and preventing bias.

9. COMMITMENTS - MONITORING AND REVIEW

- Monitor workforce composition, recruitment outcomes, and training participation to identify trends.
- Report annually on equality performance as part of internal ISO audits.
- Review this policy at least annually or following significant changes in legislation.

10. ROLES AND RESPONSIBILITIES

- **Managing Director:** Overall accountability for implementation and compliance.
- **Jonathan Clark:** Responsible for policy communication, monitoring, and integration into management systems.
- **Line Managers & Supervisors:** Ensure daily compliance, address concerns, and support inclusivity in teams.
- **All Employees:** Expected to treat colleagues, clients, and partners with dignity and respect and to always comply with this policy.

11. REPORTING AND GRIEVANCE PROCEDURE

- Employees who believe they have experienced or witnessed discrimination should report it to their line manager or the Managing Director.
- Complaints will be handled in line with the Company Grievance Procedure.
- Employees will be protected against victimisation when raising genuine concerns in good faith.

12. BREACH OF POLICY

- Breaches of this policy will be treated as a disciplinary matter and may result in action up to and including dismissal.
- Contractors or suppliers who fail to uphold these principles may have their contracts terminated.

13. COMMUNICATION

- This policy will be included in the Staff Handbook and published on the Company Intranet.
- Key points will be communicated at induction and reinforced during toolbox talks and refresher training.
- Copies will be made available to clients and stakeholders upon request.

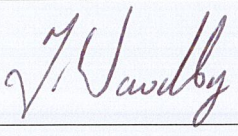
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14. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026

