

EQUALITY, DIVERSITY & INCLUSION POLICY

Policy Statement

Varna Engineering Services is committed to promoting equality, diversity and inclusion throughout its business activities. We believe that every employee, subcontractor, client, supplier and member of the public should be treated with dignity, fairness and respect.

We are committed to providing a working environment free from discrimination, harassment, bullying and victimization and where all individuals are valued for their skills, experience and contribution.

This policy applies to all employees, directors, agency workers, subcontractors, job applicants and anyone working on behalf of Varna.

Objectives

Varna aims to:

- Promote equality of opportunity for all employees and applicants
- Create a workplace that is inclusive, respectful and free from unlawful needs
- Ensure employment decisions are based on merit, competence and business needs
- Encourage a culture where diversity is recognised as a positive asset
- Comply with all relevant equality and employment legislation
- Provide equal access to training, development and career progression opportunities

Legal Compliance

Varna is committed to complying with the requirements of the Equality Act 2010 and all other relevant employment legislation.

The company will not tolerate discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race, nationality or ethnic origin
- Religion or belief
- Sex

- Sexual orientation

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Recruitment and Employment

The company is committed to fair and objective recruitment and selection procedures.

Employment decisions, including recruitment, promotion, training, remuneration and disciplinary action, will be based solely on:

- Skills
- Qualifications
- Experience
- Competence
- Business requirements

Job applicants and employees will be treated fairly and consistently throughout the employment process.

Training and Development

Varna will provide equal access to training and development opportunities to ensure employees can develop their skills and fulfil their potential.

Training requirements will be assessed based on job role, competence requirements and business needs.

Workplace Conduct

All employees, managers and subcontractors are expected to:

- Treat others with dignity and respect
- Behave professionally at all times
- Promote an inclusive working environment

- Challenge inappropriate behaviour where safe and appropriate to do so.
- Comply with this policy and all associated procedures.

Bullying, harassment, victimization or discriminatory behaviour of any kind will not be tolerated and may result in disciplinary action.

Reasonable Adjustments

Where reasonably practicable, Varna will make suitable adjustments to support employees, applicants and visitors with disabilities and specific needs.

Requests for reasonable adjustments will be considered on an individual basis.

Reporting Concerns

Employees who believe they have experienced or witnessed discrimination, bullying, harassment or victimization are encouraged to report their concerns to their line manager or a company director.

All complaints will be treated seriously, investigated fairly and handled confidentially where possible.

No employee will suffer detriment for raising a genuine concern in good faith.

Responsibilities

Directors and Management

Directors and management are responsible for:

- Implementing and promoting this policy
- Leading by example
- Ensuring fair and consistent employment practices
- Addressing any breaches of this policy promptly
- Providing appropriate training and guidance

Employees and Subcontractors

All personnel are responsible for:

- Treating others fairly and respectfully
- Complying with this policy
- Reporting concerns or breaches where appropriate
- Supporting an inclusive workplace culture

Monitoring and Review

The effectiveness of this policy will be reviewed periodically and updated where necessary to reflect changes in legislation, business activities or best practice.

Approval

This policy applies to all activities undertaken by Varna and is communicated to employees and subcontractors as part of the company's management arrangements.

Kind Regards,

Paul Swift

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