



## Equality & Diversity Policy

### Equal Opportunities

Collins are committed to equality and diversity in all its practices and recognise that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexuality, impairment (physical, mental, sensory or learning), physical appearance, marital or other life status, religious or political belief, pregnancy and other differences that cannot be justified.

We are committed to eliminating discrimination and encouraging equality and diversity in all our business activities, including the provision of services and employment. This commitment to diversity underpins all our policies and practice. Collins seeks to maintain a positive working environment in which we respect each other, our staff, clients and suppliers. Equal Opportunities in particular relates to a Legal Framework, which makes it illegal to discriminate against people because they belong to aforementioned groups (Equality and Diversity Act 2010 / Equality Act 2016).

### Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work. Equal opportunities and diversity policies work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diversity in society and our staff.

### The Policy Statement

The management of Collins recognises that people are discriminated against and will make every effort to ensure they will not unreasonably exclude any individual from access to any activities, goods, facilities, services, or any employment opportunities, that they offer.

Every employee is entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions. Every potential employee is entitled to expect the recruitment process to be free of all unreasonable barriers. All employees shall be made aware of this policy and its implications for them.

### What is expected of our Employees

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with Collins, its success relies on each employee playing their part.

Employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

- Every employee shall comply with policies that are introduced to ensure equality of opportunity and non-discrimination. Mandatory E- learning is provided for all Collin's staff.
- Those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services.
- A campaign of "Respect" is operated across all sites and staff are encouraged and expected to respect the needs of others



We are committed to engaging, promoting, and training our staff on the basis of their capabilities, qualifications and experience, without discrimination. We will also avoid unlawful discrimination in all aspects of employment, including recruitment, promotion, training and development, transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy.

Collins does not tolerate direct or indirect discrimination, victimisation or harassment, whether intentional or unintentional. In the event of any of the above occurring, disciplinary action will be taken, which may result in dismissal.

A handwritten signature in black ink, appearing to read "J Warren", is enclosed within a thin black rectangular border.

**Jason Warren - Managing Director**  
January 2022