



## Equality & Diversity Policy

### Introduction

As part of Stanford & Green's achievements, we consider Equality and Diversity as paramount to our success as a Civil Enforcement organisation and the effective involvement of our staff will be critical in accomplishing this.

One of the values which underpin our corporate strategy is being 'people-focused' and a key element of this is our approach to equality and diversity.

The Managing Director is committed to fostering an inclusive community which encourages staff to fulfil their potential and which values every individual for their unique contribution to the success of the company.

Our aim is to foster an environment of openness in which everyone is valued equally and can participate with confidence. We recognise that the synergy of a diverse community will bring new ideas, exchanges and inter-relationships which will enrich the Company environment for the benefit of all.

Stanford & Green acknowledges its responsibilities under the Equality Act 2010.

This Act replaces the framework in place prior to October 2010 including: Disability Discrimination Act, Sex Discrimination Act, Equal Pay Act, Race Relations Act and Age Discrimination Act.

Although mainly relevant to employment, the Act also deals with discrimination in relation to goods and services, public procurement etc., and we fully recognise and commit to a company-wide ethos which eradicates all discrimination from our workplace and throughout our trading and social relationships.

The framework of the Equality Act 2010 includes: the Equality Act, schedules to the Act, explanatory notes, guides, Codes of Practice and implementation and transition arrangements. The Act is designed to protect individuals against discrimination on the grounds of 'protected characteristics', which are Age; Disability; Gender Re-assignment; Race; Religion or Belief; Sex; Sexual Orientation; Marriage & Civil Partnership; Pregnancy and Maternity.

Since the Act combines legislation concerning mentioned forms of discrimination, this Company extends its intention to purge all and any form of discrimination no matter how occasioned and to whom it may be directed under this Policy; whilst maintaining its acknowledgment of and adherence to all other Laws and Regulations as well as best practice

governing discrimination. For this purpose, we maintain other Policies relating to issues covered within the Act and regard them as both as individually applicable and as support to our Equality Act 2010 Policy.

The main points of the Equality Act 2010 are:

- A wider definition of direct discrimination (which includes discrimination based on the perception of an individual, and because of association with a person with a protected characteristic); and extend indirect discrimination to the protected characteristic of disability.
- The Act provides that a disabled person cannot be treated unfavourably because of something arising from their disability without justification. This is a wider test than the previous "disability related discrimination", and it is likely to be easier for an employee to show disadvantage.
- Protection from 3rd party harassment has been extended to apply to all the protected characteristics; where previously it had applied to sex.
- Positive action by employers in order to meet the legitimate aim of counteracting disadvantage caused to a particular protected group in a proportionate manner is specifically permitted.

**This Company aims to ensure:**

- That no job applicant or employee receives less favourable treatment on the grounds of his or her race, nationality, ethnic origin, religion or belief, sex, marital status, sexual orientation, disability or age
- That no applicant or employee is placed at any disadvantage on the above grounds that are not justifiable in law.
- This applies to the advertisement of jobs, recruitment, appointment, training, promotion, discipline and dismissal, conditions of work, pay and every other aspect of employment.
- Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of the relevant merits and abilities.
- All employees will be given equality of opportunity within the Company and will be encouraged to progress within the organisation. To ensure that direct or indirect discrimination is not occurring, recruitment, promotion, and other employment decisions will be regularly monitored.

We encourage those who feel or consider that they have been disadvantaged because of race, nationality, ethnic origin, religion or belief, sex, marital status, sexual orientation, disability or age, to report the matter to the Line Manager or Director or the Board of Directors in order that the issue can be investigated and resolved. All complaints regarding discrimination will be thoroughly investigated.

Disabilities, for the purposes of the Disability Discrimination Act are encouraged to notify the Line Manager or the Managing Director so that reasonable adjustments to our workplace and or work practices can be considered.

Stanford & Green actively promotes non-discriminatory behaviour and does not tolerate any discrimination, victimisation or harassment. Anyone found to be acting in such a way will face disciplinary action that could include dismissal.

Everyone has a duty to report any such behaviour to a member of management. The Company has a separate Harassment and Bullying policy in the Employee Handbook, which, together with our Recruitment and Retention, Training and Development Policies are regularly reviewed in accordance with this Policy.

### **Recruitment and Selection**

We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.

Stanford & Green's objective is to recruit staff best able and qualified to perform the required or anticipated tasks and with due regard to the Policy of Equality & Diversity. The Company will recruit using a variety of methods including advertisements in local newspapers and Job Centres.

The wording of any advertisements will not place unfair restrictions or requirements on a particular group or request specific qualifications that are not necessary for effective performance of the job.

Advertisements will include wording demonstrating the Company's commitment to equality of opportunity and diversity, encouraging applications from under represented groups for jobs within Stanford & Green. We are an equal opportunities employer and welcome applications from all members of the community. All applications will be considered on the basis of objective criteria, such as qualifications, experience and ability to do the job.

The selection processes used will measure the suitability of the applicant in terms of the requirements for the position. We maintain records of all recruitment activity and applicant matches through an HR management system.

### **Training and Promotion**

The Company is committed to maintaining high standards of training and personal development, strictly in the context of this policy on equal opportunities. Training will not be refused on an unlawful or non-objective basis. Equal Opportunity and Diversity training will be provided to all new employees as part of the induction process and written instructions will be given to the Line Manager or Directors from time to time on equality in recruitment, selection, training, promotion, discipline and dismissal.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

## **Discipline & Dismissal**

Stanford & Green aims to ensure there is no discrimination in dismissal or redundancy and will examine current procedures and criteria to ensure that neither direct nor indirect discrimination is taking place. The Company will regularly monitor the decisions being made.

### **This policy and employees**

Each employee is required to assist the Company in meeting its commitment under this policy and to avoid unlawful discrimination. Failure to do so may lead to disciplinary action, and serious acts of discrimination will lead to dismissal without notice for gross misconduct. Serious acts of harassment might also be considered a criminal offence.

If you feel or consider that you have been treated less favourably or placed at a disadvantage on the basis of the above, please inform the Line Manager or Managing Director or, if the complaint relates to the Line Manager or Managing Director, the Board of Directors, so that the issue can be investigated and resolved. All complaints in relation to discrimination will be sensitively but thoroughly investigated.

We will take any complaint made under this policy seriously and assure you that you will not be penalised for raising a complaint, even if your complaint is not upheld, unless your complaint is both untrue and made in bad faith.

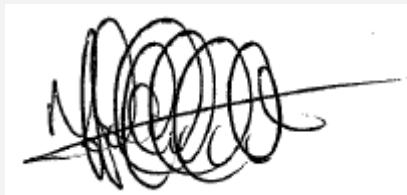
If you have a disability for the purposes of the Equality Act please let the Line Manager or Director know so that reasonable adjustments can be considered.

Review

This policy will be reviewed against its effectiveness in supporting our commitment and the employment law framework on an annual basis.

**This is the current Equality & Diversity Policy of Stanford & Green**

Signed:

A handwritten signature in black ink, appearing to read 'MARTIN STANFORD', is overlaid on a white rectangular box.

(Director)

**Name:** MARTIN STANFORD

**Position:** Managing Director

**Date:** 8 January 2026