

# Equality Policy

## Policy Statement

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### Equal opportunities statement

Firemark Limited is committed to promoting equal opportunities and inclusion for all employees and eliminating unlawful discrimination. We are also committed to eliminating unlawful discrimination of customers and the public.

We do not unlawfully discriminate on the basis of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.

All employees have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity and respect at all times.

All employees the right to work with dignity and respect any therefore discrimination against our employees in the course of their duties by customers, suppliers or other work-related contacts will be taken seriously and dealt with accordingly.

### About this policy

This policy sets out our approach to equal opportunities and the elimination of unlawful discrimination at work. It applies to all aspects of employment including recruitment and selection, conditions of service, pay and benefits, training and development, opportunities for promotion, health and safety, conduct at work including disciplinary and grievance procedures, and termination of employment including redundancy.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

### Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors based upon a protected characteristic. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts, when wearing a work uniform or driving a Firemark vehicle), and on work-related trips or events including social events.

All forms of unlawful discrimination including direct discrimination, indirect discrimination, harassment and victimisation are prohibited under this policy.

### Recruitment and selection

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law.

## Reasonable adjustments

Where an individual's disability may have an effect on their ability to apply for or do their role, we will actively work with the individual to consider what reasonable adjustments or support may be appropriate.

## Part time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

## Breaches of this policy

Any employee who is found to have committed acts of discrimination or harassment will be subject to disciplinary action. Such behavior may constitute gross misconduct and, as such, may result in summary dismissal. We always take a strict approach to breaches of this policy.

If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Allegations regarding breaches of this policy will be investigated in accordance with the relevant procedure.

Employees who make allegations of discrimination or harassment in good faith will not be victimised or treated less favourably as a result. However, false allegations which are found to have been made in bad faith will be dealt with under our Disciplinary Procedure.

## Associated Policies and Procedures

Contract of employment Company Handbook  
Disciplinary Policy Bullying and Harassment Policy  
Speak Up Policy Maternity Policy  
Paternity Policy Parental Leave Policy  
Shared Parental Leave Policy Flexible Working Request Policy  
Health & Safety Policy

The above list is not exhaustive further information can be obtained from the Human Resources Department



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