

ESM Equality and Diversity Policy

Introduction

At ESM, we are committed to creating an inclusive and supportive environment where everyone is treated with dignity and respect. We recognise that our diversity is a key strength and are dedicated to promoting equality and preventing discrimination within our workplace. This policy applies to all employees, including office staff and workshop staff, both within the ESM premises and on-site (off premises), and outlines our commitment to fair treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or other personal characteristics.

Policy Statement

1. Commitment to Equality and Diversity

- 1.1. ESM is committed to providing a working environment where all individuals are valued, respected, and have equal access to opportunities and resources.
- 1.2. We strive to create a culture that respects and values each other's differences, promoting dignity, equality, and diversity.

2. Scope

- 2.1. This policy applies to all aspects of employment, including recruitment, promotion, training, benefits, discipline, and dismissal.
- 2.2. It covers all employees, contractors, volunteers, and other individuals who interact with ESM.

3. Key Principles

- 3.1. **Fair Treatment:** We ensure that all employees are treated fairly and without discrimination in all employment practices.
- 3.2. **Dignity and Respect:** Everyone at ESM has the right to be treated with dignity and respect. We do not tolerate harassment, bullying, or any form of discrimination.
- 3.3. **Equal Opportunities:** We provide equal opportunities for all employees to develop their skills and advance their careers, ensuring fair access to training and promotion.
- 3.4. **Inclusive Culture:** We foster an inclusive culture where diverse perspectives are valued, and everyone feels empowered to contribute.

4. Implementation

- 4.1. Recruitment and Selection:** Our recruitment processes are designed to ensure that all candidates are treated fairly and judged solely on their merits and abilities.
- 4.2. Training and Development:** We provide ongoing education, training and development opportunities to help all employees reach their full potential.
- 4.3. Continual awareness:** We are committed to providing on-going education for the promotion of equality and prevention of discrimination and will encourage and promote this commitment to overcome biases and stereotypes.
- 4.4. Monitoring and Review:** We regularly review our policies and practices to ensure they are effective and in line with current legislation. We also monitor the diversity of our workforce to identify areas for improvement.

5. Responsibilities

- 5.1. Management:** Managers at all levels are responsible for implementing and promoting this policy within their teams. They must ensure that all employees understand and adhere to our commitment to equality and diversity.
- 5.2. Employees:** Every employee has a responsibility to uphold our values of equality and diversity, treating colleagues and stakeholders with respect and reporting any instances of discrimination or unfair treatment.

6. Protected Characteristics

- 6.1.** ESM is committed to protecting the rights of individuals as defined by the Equality Act 2010. This includes protection against discrimination on the basis of the following characteristics:
 - 1. Age
 - 2. Disability
 - 3. Gender reassignment
 - 4. Marriage and civil partnership
 - 5. Pregnancy and maternity
 - 6. Race (including colour, nationality, ethnic or national origin)
 - 7. Religion or belief
 - 8. Sex
 - 9. Sexual orientation

7. Raising Concerns

- 7.1. Any employee who feels that they have been treated unfairly or discriminated against is encouraged to raise their concerns with their line manager, HR, or through our confidential whistleblowing procedure.
- 7.2. All complaints will be taken seriously and investigated promptly and fairly.

8. Safeguards

- 8.1. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.
- 8.2. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that discrimination of any form is, or may be, taking place in any part of our business. Detrimental treatment includes dismissal, disciplinary action, threats, or other unfavourable treatment connected with raising a concern.
- 8.3. The Company will accept and take seriously concerns communicated anonymously. However, anonymity can render investigations and validation more difficult and make the process less effective. Individuals are encouraged to put their names to allegations. Any claims or allegations made that are found to be malicious or vexatious will result in disciplinary action against the individual.

Communication and Awareness of this Policy

Our commitment to equality and diversity will be communicated to all employees, suppliers, contractors, business partners and clients at the outset of our business relationship with them and reinforced as appropriate thereafter.

Conclusion

ESM is dedicated to maintaining a workplace that is inclusive, fair, and respectful. By promoting diversity and equality, we aim to create a positive environment where all employees can thrive and contribute to our success.

Review

This Equality and Diversity Policy will be reviewed annually and updated as necessary to ensure its continued relevance and effectiveness. This policy will be used to inform our practices and procedures to promote a diverse and inclusive workplace.

Signed: 
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Date: 15/07/2025
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