

## Equality, Diversity & Inclusion Policy

HS Walsh & Sons Ltd is committed to encouraging equality, diversity and inclusion among our employees and protect against unlawful discrimination. The aim is for our team to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The company, during its core business of providing goods and a high level of customer service, is also committed against unlawful discrimination of customers or the general public.

### Our Policy's Purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Not unlawfully discriminate because 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
  - sexual orientation.
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other developmental opportunities
  - dismissal
  - redundancy.

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## Our Commitments

The business commits to:

1. Encouraging equality, diversity and inclusion in the workplace as best practice.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, whilst promoting dignity and respect for all. Individual differences and the contributions of all employees are recognised and valued.

This commitment includes training both managers and team members about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include employees conducting themselves to help the company provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the company's work activities.

Any such acts will be dealt with as misconduct under the company's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Continue to make opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the company.
5. Make decisions concerning employees being based on merit (aside from any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law and relevant regulations.

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7. Monitor, with consent, the demographic of the workforce with regard to age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues. This will be a sub agenda item under the HR standing item on our quarterly management team meeting agenda.

## Leadership & Support

The equality, diversity and inclusion policy is to be fully supported by senior management and is both accessible and open for discussion with all employees.

## Our Disciplinary & Grievance Procedures

Details of the Company's grievance and disciplinary policies and procedures can be found in our Company Handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the company's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Signed (name & title): W P Sheehan

Date: 15 February 2024.....