Equality and Diversity Policy

Policy Statement

Guildprime Specialist Contracts Ltd has a duty to provide its workers with a safe and objective working environment in which everyone is treated with dignity and respect and which is free from discrimination, bullying and harassment.

The Company is committed to a policy of equality, diversity, equal opportunity and non-discrimination. In practice this means the Company aims to select, recruit, develop and promote the very best people, basing judgement solely on suitability for the job. All applicants and employees should receive fair and equal treatment irrespective of their sex, gender, marital status, nationality, colour, race, age, national origin, religion, belief, sexual orientation, disability or whether they work on a full-time, part-time or fixed-contract basis.

Breaches of this Policy by employees will be thoroughly investigated promptly and dealt with through the Company's disciplinary procedure. Breaches by workers or contractors may be grounds for the Company to withdraw work or terminate contracts for products/services.

Guildprime Specialist Contracts Ltd's Equality and Diversity Policy is applicable to all employees, workers and contractors.

Applicable Legislation

The **Equality Act 2010** legally protects people from discrimination or unfair treatment on the basis of 'protected characteristics' including age, disability, gender, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy/maternity.

Note: Guildprime Specialist Contracts Ltd has incorporated two additional characteristics into its Equality & Diversity protocol: 'part-time' work which is covered by the **Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000** and 'fixed-term contract work' covered by **Fixed Term Employees Regulations (Prevention of Less Favourable Treatment) Regulations 2002.**

Definitions

Discrimination occurs when someone is treated less favourably than another person because they have a protected characteristic (**direct discrimination**), are thought to have a protected characteristic (**perceptive discrimination**) or because they associate with someone who has a protected characteristic (**associative discrimination**).

Examples of direct discrimination would be; a part-time employee paid a lower rate of pay (on a pro-rata hourly basis) than a full-time employee carrying out the same job, or a female employee is not afforded the same opportunities as their male counterparts.

Discrimination can also be indirect when a condition, rule, policy or practice is applied to everyone that particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if it can be shown that the condition, rule, policy or practice was reasonable in managing the business.

Examples of indirect discrimination may include seeking job applications only from people under 30 years old (this may amount to age discrimination i.e. a condition that you have to be under 30); or not providing a part-time employee with the same access to training - stating that an employee has to work full-time to receive training (i.e. the requirement is to be full-time).

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Examples include:

- Shouting at, being sarcastic towards, ridiculing or demeaning others
- Physical or psychological threats
- Overbearing and intimidating levels of supervision
- Inappropriate and/or derogatory remarks about a worker's performance
- Abuse of authority or power
- Unjustifiably excluding colleagues from meetings or communications

Harassment is defined as one-off or repeated unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Examples of harassment include:

- Verbal abuse relating to a person's protected characteristics
- Offensive jokes or pranks related to a person's protected characteristics
- Lewd or suggestive comments
- Requests for dates or sexual favours after it has been made clear they are unwelcome
- Unnecessary and unwanted body contact
- Threatened or actual assault or violence
- Deliberate exclusion from conversations or work activities on the basis of relating to a person's protected characteristics
- The display of inappropriate images or words
- The display of inflammatory or abusive literature or graffiti

Victimisation occurs when an employee is treated unfairly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.

NOTE: under the Equality Act 2010 - An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Guidance

Those that believe they have been subject to or witnessed discrimination, bullying or harassment due to any of the protected characteristics (including the additional characteristics) are strongly encouraged to report their experiences. Reporting can be carried out formally or informally but, regardless, all allegations will be treated in the strictest confidence.

Informal reporting may involve speaking directly to Senior Management or asking a colleague to speak on one's behalf. Our management team are instructed to treat all complaints of discrimination, bullying or harassment seriously, sensitively, and confidentially. If the complaint is against a manager, you may speak to another Manager or senior person in the Company.

Formal reporting involves submitting the allegations in writing to a member of the Management team. Written submissions should include the name of the person/s against whom the complaint is being made against, details of the complaint including dates/times, witnesses and any actions taken to address the behaviour.

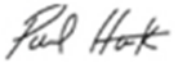
Implementation

Allegations of discrimination, bullying or harassment will be investigated seriously and promptly. If, following an investigation, the allegation is upheld, the accused will be subject to disciplinary action (as a form of misconduct) which could result in verbal/written warnings and/or dismissal (employees) or treated as grounds for the Company to withdraw work or terminate contracts for services or similar.

Any employee who makes or supports a complaint can be assured that they will not be victimised and, where possible, their anonymity will be maintained during the investigative process and beyond.

Review

This Policy is regularly review, particularly in the light of new and relevant legislation.

Signed:  Date: 25th November 2025

For and on behalf of Guildprime Specialist Contracts Ltd

Paul Hack – Managing Director