








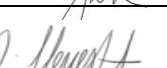
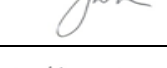


Kings Landscapes

EQUAL OPPORTUNITY & DIVERSITY POLICY

Kings Landscapes
Flaxbourne Gardens
Salford Road
Aspley Guise
MK17 8HZ

Equal Opportunity & Diversity Policy Amendment Record

No	PRINT NAME	DATE	SIGN
1.	D. Houghton	15 th July 2005	
2.	D. Houghton	19 th August 2009	
3.	D. Houghton	9 th February 2011	
4.	D. Houghton	25 th March 2012	
5.	D. Houghton	1 st January 2014	
6.	D. Houghton	1 st March 2015	
7.	D. Houghton	21 st April 2016	
8.	D. Houghton	22 nd December 2016	
9.	D. Houghton	8 th September 2017	
10.	D.Houghton	1 st March 2019	
11.	D. Houghton	1 st February 2020	

Equal Opportunity & Diversity Statement

Kings Landscapes aims to be an Equal Opportunity Diversity employer and has a commitment to recognise equality and diversity as follows:

Kings Landscapes is committed to ensuring equality opportunity, hence no staff member will be excluded from learning on the grounds of gender (including gender reassignment), marital status, family status, religious belief, disability, age, racial grounds (race, colour, nationality or ethnic origin), sexual orientation or membership of the traveller community.

Part time and fixed term staff members will have equal access to learning and development opportunities appropriate to their role working for Kings Landscapes.

Provide adequate and effective support services for staff and associates including staff development and training for all aimed at encouraging equality and opportunity for progression to their full potential

We recognise our legal obligations under the Equality Act 2010 raising staff awareness through ongoing training and updates.

Promote a culture of fairness and respect in all employment policies, procedures and practices.

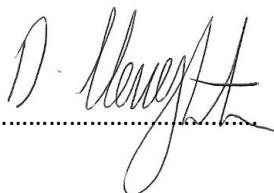
The company will not tolerate direct or indirect discrimination, victimisation or harassment, whether intentional or unintentional. In the event of any of the above occurring, disciplinary action will be taken which may result in dismissal.

No employee or associate should be disadvantaged or treated less favourably because of conditions or requirements that cannot be justified. The Company will seek to make reasonable adjustments to its arrangements with a view to avoiding substantial disadvantage for any group of people.

The policy applies equally to the treatment of our supply chain, applicants, visitors and clients by our staff and the treatment of our staff by these third parties.

This policy will be reviewed on an annual basis and continually updated in line with current legislation during and/or at any time we deem necessary to improve or change our policy in order to provide a fair and responsible commitment to equal opportunities and Diversity for all employees.

Signed:

A handwritten signature in black ink, appearing to read "D. Houghton", written over a dotted line.

Date: 1st February 2020

David Houghton, Managing Director
For D. Houghton Ltd t/a Kings Landscapes

Purpose

Kings Landscapes believe that equality, diversity and respect for people have a bearing on all aspects of our business and the environment in which we operate. As a Company which greatly values its reputation for acting ethically, we are committed to pro-actively promoting diversity and appreciating the differences that diversity provides. We recognise the value of an environment in which people from differing backgrounds and experiences are encouraged to offer fresh ideas and perspectives

Scope

Kings Landscapes is committed to ensuring that all employees, customers, contractors, supply chain are treated fairly with dignity and respect. The policy statement encompasses the nine protected characteristics identified in the Equality Act 2010

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

Objectives

The objectives of this EODP are to:

- Ensure that the company has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company/etc and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with Kings Landscapes.
- Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter, and may, in some cases, lead to dismissal.

Definition

Equality and Diversity is a term used in the United Kingdom to **define** and champion **equality, diversity** and human rights as **defining** values of society. It promotes **equality** of opportunity for all, giving every individual the chance to achieve their potential, free from prejudice and discrimination

References:

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Race Relations Act 1976
- The protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003

Responsibility

Managing Director

Overall responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director, who will ensure that they and their staff operate within this policy and arrangements, will ensure reasonable and practical steps are taken to avoid discrimination.

The Managing Directors will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

Managers

Each manager will ensure that:

- All their staff are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Records are maintained.

Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular all members of staff should:

- Comply with the policy and arrangements;
- Not discriminate in their day to day activities or induce others to do so;
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their manager if they become aware of any discriminatory practice.

Procedure

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) Kings Landscapes maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

A copy of this policy will be distributed and fully explained to each employee upon induction training. Any employee may request a copy of the policy at any time and this request will be met immediately.

In order to put the policy in place to best practice the following principles apply:

RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. 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.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully

discriminate.

8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

Training and promotion

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions as detailed in our Training and development Policy and produces Manual.
2. All promotion will be in line with this policy.

Bullying and harassment

1. We ensure that any grievance involving discrimination or harassment is considered seriously, thoroughly and fairly. Breaches of this policy will be regarded as misconduct and may lead to disciplinary proceedings. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Supply chain

1. We will make the company's supply chain aware of this policy and our expectations around Equality and Diversity.
2. We will support our supply chain in adopting policies and working practices which reflect our own views on equality and diversity and that of our client base.

Career development

1. We ensure that all employees are treated fairly and consistently through the performance development review. Discussions are based on the performance of the individual objectives. It is also a discussion about the development and career progression of the employee as detailed in our Training and development Policy and produces Manual.
2. We monitor performance development and review documentation to ensure fairness.

Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve;

- a. The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees; using Form IP-02

Standards of Behaviour and Management responsibilities

1. The Directors and Senior Managers of the company fully support this policy statement. Those working at management level have a specific responsibility to set an appropriate standard of behaviour. In addition, all employees have a personal responsibility to treat all customers, suppliers, the public and colleagues with understanding and respect. All employees are responsible for the success of the policy and are expected to play their part in achieving its objectives.