



Equality, diversity and inclusion policy

Curtis Assemble & Test is committed to encouraging equality, diversity and inclusion among our workforce without discrimination.

The aim for our workforce is to employee the best candidates and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services is also committed against unlawful discrimination of customers or anyone else encountered in our activities.

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
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

We commit to:

1. We are committed to ensuring that there is no discrimination amongst our workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit, employing the most suitable candidate for any vacancy as it is good practice in the workplace and makes business sense.

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all and where the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under this policy. Responsibilities include the staff conducting themselves to help the organisation provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff 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 and visitors in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation'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. Make opportunities for training, development and progress available to all staff, 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 organisation.

5. Make decisions concerning staff being based on merit - apart from in 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 the changes in the law.

7. Monitor the workforce 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 or improvements required.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Company Handbook. Use of the organisation'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.