



**Seaxe Contract Services Limited
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Equal Opportunities Policy



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POLICY STATEMENT

The aim of this policy is to communicate the commitment of the Company to the promotion of equality of opportunity in SEAXE Contract Services Limited.

It is our policy to provide equality of employment to all, irrespective of:

- Gender reassignment;
- Marriage and civil partnership;
- Having or not having dependents;
- Pregnancy and maternity;
- Religion, belief or a lack of religion or belief;
- Race;
- Disability;
- Age;
- Sex;
- Sexual orientation.

We are opposed to all forms of unlawful and unfair discrimination. All employees of the Company will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on employment, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the Company. Our equal opportunities policy will help employees to develop their full potential and the talents and resources of the employees will be utilised fully to maximise the effectiveness of the Company.

SEAXE Contract Services Limited recognises that there is a statutory duty under the Equality Act 2010, to implement an Equal Opportunities Policy. This policy applies to existing employees, applicants for employment and contractors alike.

SEAXE Contract Services Limited is committed to the principles and practice of equality. SEAXE Contract Services Limited values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen with a protected characteristic which may unfairly affect a person's opportunities in life.

Signature: 

Mr Kevin Lovett
Director
SEAXE Contract Services Limited

Dated: June 2024



PURPOSE OF POLICY

To ensure that equality and diversity issues are positively and fully incorporated in all aspects of SEAXE Contract Services Limited work. To ensure that all employees demonstrate respect and fairness to colleagues, the public with whom we come into contact and the client for whose benefit we work. To ensure that SEAXE Contract Services Limited is able to recruit and retain the best staff and celebrate the benefits of diversity on an individual and group level.

GUIDING PRINCIPLES

SEAXE Contract Services Limited expects all employees to positively promote the letter and spirit of this policy in all aspects of their work and their dealings with people, both internally and externally. It is expected that these principles will be integral to all SEAXE Contract Services Limited work from inception to implementation.

EQUALITY COMMITMENTS

We are committed to:

- Promoting equality of opportunity for all persons;
- Promoting a good and harmonious environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated;
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, discrimination by association, discrimination by perception, harassment and victimisation;
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice;
- Complying with our own Equal Opportunities Policy and associated policies;
- Taking lawful affirmative or positive action, where appropriate;
- Not treating a person with a disability unfavourably because of something connected with their disability;
- Not treating people who propose to start a process, are in a process or have completed a process to change their gender less favourably;
- Treat those married or in a civil partnership equally;
- Protect women against discrimination because they are pregnant or have given birth;
- Protect people against discrimination on the grounds of their race, which includes colour, nationality, ethnic or national origin;
- Not treating persons differently regardless of sexual orientation towards; persons of the same sex, persons of the opposite sex or persons of either sex;
- Breaches of our Equal Opportunities Policy will be regarded as misconduct and could lead to termination of employment;
- To undertaking enhanced checks on employees that work around vulnerable groups i.e. young persons and elderly persons etc.



- Providing reasonable adjustments for disabled members of staff by the removal of physical barriers and/or providing extra support for the worker. These reasonable adjustments will apply to a disabled person who is:
 - Employed by SEAXE Contract Services Limited;
 - Applies for a job with SEAXE Contract Services Limited;
 - Tells SEAXE Contract Services Limited they are thinking of applying for a job.

SEAXE Contract Services Limited understands their duty to provide extra support (auxiliary aids) where someone else is used to assist the disabled person, such as a reader, a sign language interpreter or a support worker.

SEAXE Contract Services Limited will not ask questions on health and disability when considering candidates for a job unless these questions are intrinsic to the role.

The company recognises all legislation to implement Equal Opportunities in the work place including:

- Equality Act 2010;
- Rehabilitation of Offenders Act 1974;
- Immigration Act 2016;
- Immigration, Asylum and Nationality Act 2006;
- Human Rights Act 1998 (Amendment) order 2005;
- Safeguarding Vulnerable Groups Act 2006;
- Modern Slavery Act 2015.

This policy is fully supported by the Director – Mr Kevin Lovett and is adopted by SEAXE Contract Services Limited.

IMPLEMENTATION

Mr Kevin Lovett has specific responsibility for the effective implementation of this policy. We expect all employees of the Company to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate and issue a copy of the policy to employees at induction;
- Issue a copy of any revisions of the policy;
- SEAXE Contract Services Limited will endeavour, through appropriate training, to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for employment of the company;
- Incorporate specific and appropriate duties in respect of implementing the Equal Opportunities Policy into roles and responsibilities of employees;
- Incorporate Equal Opportunities notices into general communications;



- Ensure that adequate resources are made available to fulfil the objectives of the policy;
- Review the policy on an annual basis.

ANTI-SLAVERY AND HUMAN TRAFFICKING

We are committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery consistent with our disclosure obligations under the Modern Slavery Act 2015.

We recognise our statutory obligation to the specific prohibition against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children. We expect the same high standards from all of our contractors, suppliers and other business partners and expect our supply chain to hold their own suppliers to the same high standards.

As a company, we have a zero-tolerance approach to modern slavery. We are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own businesses or those of our supply chain.

Right to work checks

SEAXE Contract Services Limited ensures compliance with the requirements of the UK's immigration laws and states our commitment to providing a safe working environment for employees and contractors whose first language is not English.

In order to comply with its legal requirement, the company will check the digital status of the individual on the Government right to work online checking service <https://www.gov.uk/view-right-to-work> to verify that the applicant has the right to work in the UK, prior to providing a job offer.

The individual will need to provide their date of birth and right to work share code, that once entered onto the website will provide their right to work document.

The right to work document will be checked against the passport details to ensure that the photograph is of the person being employed, the length of stay that is permitted and that the job category is correct for the employment being offered. The right to work document will be downloaded and kept within the personnel file.

All right to work documentation that is compliant with the Home Office Guidance Comprehensive Guidance for Employers on Preventing Illegal Working will be retained for a minimum of 2 years after the individual has left employment with the company.

COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter by speaking directly to their Supervisor. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately, the complaint should be outlined in a letter and forwarded directly to Mr Kevin Lovett for his consideration, whereby a meeting will be arranged to offer appropriate action and controls. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.



Should a third party offer a complaint, this is to be recorded on the complaints procedure form and forwarded directly to Mr Kevin Lovett, whereby a meeting will be arranged to offer appropriate action and controls. All complaints of discrimination will be dealt with seriously, promptly and confidentially.



MONITORING AND REVIEW

We will establish appropriate information and monitoring systems to assist the effective implementation of our Equal Opportunities Policy. The effectiveness of the Equal Opportunities Policy will be reviewed regularly (at least annually) and action taken as necessary.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW DATE
January 2020	M.E.L. (Health & Safety) Consultants Limited	Initial Policy	January 2021
June 2021	M.E.L. (Health & Safety) Consultants Limited	Reviewed in line with current legislation	June 2022
June 2022	M.E.L (Health & Safety) Consultants Limited	Reviewed in line with current legislation	June 2023
June 2023	Lynch Safety Services Ltd	Reviewed in line with current legislation	June 2024
June 2024	Lynch Safety Services Ltd	Reviewed in line with current legislation. Added right to work checks in Anti-Slavery and Human Trafficking section.	June 2025