



CAPSTAN GROUP
SERVICES
www.capstanservices.co.uk
01375 842 769

Equality and Diversity Policy

Capstan Group Services Ltd is an asbestos removal and & construction services company delivering fit out, soft strip, demolition asbestos removal services and a range of specialist solutions.

The Company is committed to eliminating discrimination and encouraging equality and diversity in all of our business activities, including the provision of services and employment. This commitment to diversity underpins all our policies and practice. The Company seeks to maintain a positive working environment in which we respect each other, our employees, clients and suppliers.

It is the policy of the Company that there shall be no discrimination or less favourable treatment of any person because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability (both physical and mental) or age, pregnancy or trade union membership or the fact they are a part-time worker or a fixed term employee.

This policy applies to all who work at CGS. 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. Further details of equality and diversity in the supply chain are stated in our Sustainability Policy and Procurement Policy.

The Company commits to engage, promote, and train staff on the basis of their capabilities, qualifications and experience without discrimination. The Company will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, training and development, transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy.

All employees will receive equal opportunity to progress within the Company, and the Company wishes to ensure that it has access to the widest labour market.

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.

To support our equality and diversity aims we will be open and transparent and commit to reporting our performance. A copy of this Equality and Diversity Policy will be made available upon request to any interested party. The Equality and Diversity Policy should be read in conjunction with our Sustainability Policy and Procurement Policy.

Overall responsibility for this policy rests with the Managing Directors of CGS.

In order to put this policy of Equality and Diversity into practice, the following principles will apply:

Recruitment and selection

- Selection criteria are reviewed regularly to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Selection is based on the competences relevant to the job and the applicants' experience in relation to those criteria.
- The Company promotes best practice in the selection process and trains managers in the application of equality and diversity.
- We consider requests for flexible working from all employees and job applicants.
- We record the reasons for selection and rejection of applicants to ensure a fair and consistent process.

Training and development

- We will raise awareness of equality and diversity among all our employees so that they may recognise and take an active role against all forms of discrimination and harassment.
- We provide training to give guidance to line managers on equal opportunities when managing: recruitment, promotion, training and development, transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy.
- We bring the Equality and Diversity Policy to employees' attention at the Induction.

Career development

- We ensure that all employees are treated fairly and consistently through the performance development review. Discussions are based on the performance of the individual in their day to day tasks and their individual objectives. It is also a discussion about the development and career progression of the employee.
- We monitor performance development review documentation to ensure fairness.

Specific needs

- We take appropriate steps to accommodate the requirements of employees' religions, cultures and care responsibilities
- We make reasonable adjustments to the business premises and working arrangements for disabled job applicants and employees, including employees who become disabled during their employment.

Bullying and harassment

- 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 could 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

- We will make the company's supply chain aware of this policy and our expectations around Equality and Diversity.
- 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 as detailed in our Sustainability Policy and Procurement Policy.



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Monitoring

- We ask all employees to complete a monitoring form. These forms will be used to monitor the composition of our workforce and to help us assess our performance against our equality and diversity strategy.
- We ensure any information is securely held by the HR team and no information relating to an employee will be released to anybody without the explicit signed consent of the employee concerned.
- We also monitor the application of our pay and reward strategy to ensure principles of equal pay are upheld.

Standards of behaviour and management responsibilities

- The Directors and Senior Managers of the Company fully support this policy statement. Those working at a 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 this policy and are expected to play their part in achieving its objectives

Robert Beach
Managing Director
01/01/2022