

2009

Diversity

Policy & Procedures

john watson
high performance doorsets & windows

Prepared on behalf of John Watson Joinery Ltd by Astute Solutions KO Ltd
(Specialists in Human Resource Management)



Diversity Policy

Policy Statement

John Watson Joinery Ltd is fully committed to Diversity. This Policy sets out to provide equality of opportunity for all employees and job applicants within an environment free from all forms of discrimination, harassment and intimidation.

The Company is dedicated to setting the highest standards in the management and employment of a diverse workforce both in letter and in spirit.

John Watson Joinery Ltd is committed to the continued development and use of policies, practices and procedures which respect and value every individual's unique contribution, irrespective of their gender, marital status, race, ethnic origin or religious belief, and without reference to social background, sexual orientation or disability or age.

Diversity Statement

As an employer, which values diversity, we as a company are therefore committed to:

- Valuing and making the full use of the knowledge, skills and potential of all employees
- Maintaining good and productive working relationships throughout the Company
- Ensuring that no job applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, marital status, disability, age, colour, nationality, religious beliefs, race, ethnic origins or social background, or is disadvantaged by conditions or requirements not relevant to performance.
- Ensuring that bullying or harassment is totally unacceptable throughout the company.

This diversity statement is supported in the content of our other policies, practices and procedures.

It is important that the Company is representative of the customers it serves and the communities in which it operates. The Company also welcomes the breadth of perspective that employment of diverse individuals can bring.

This can only be achieved through non-discriminatory practices for the recruitment, training, remuneration and development of people.

The Company will ensure that it fully complies with UK Employment Law both in the letter and the spirit of any legislation and within European Legislation as it applies to the Company.

The Directors of John Watson Joinery Ltd have executive responsibility for the diversity policy and its application within the working practices and procedures of the company. Regardless of this, every employee shares the responsibility of ensuring both policy and practices are adhered to.

Breaches or Complaints

Any employee of John Watson Joinery Ltd found in breach of the diversity policy will be liable to action under the company disciplinary procedures. This includes discrimination against customers, employees and any other person(s) with whom employees have dealings with in the course of their work. In serious cases, this could lead to dismissal.

Application within the workplace

The senior management of John Watson Joinery Ltd will monitor the application of this policy and employees are requested to co-operate by ensuring that they also apply this within their working practices and where appropriate monitor the conduct of others in relation to the content of this policy. Where necessary this may involve challenging the behaviour or comments of others.

Dealing with Complaints

Any employee who feels he or she has been unfairly discriminated against can raise the matter formally or informally with the Directors of John Watson Joinery Ltd.

Any complaints by external parties will be dealt with by the Company Directors

Advice

Help and advice on all aspects of the policy and procedures is available from the Company Directors

Freedom

John Watson Joinery Ltd places great importance on the spiritual development of employees, and is committed to giving individuals the opportunity to practice their religious observances wherever possible.

The Company recognises the need to observe specific codes of dress in accordance with particular religious beliefs. However consideration must be taken of the working environment and Health & Safety requirements

Celebration

Every effort is made to allow the celebration of religious festivals or holidays.

Communication

The Diversity Policy will be issued to all new and serving employees clearly indicating what equal opportunities entails together with their individual rights and responsibilities.

This policy will be reviewed on a regular basis.

Training

An awareness session on Diversity is provided within the Company Induction Programme for all new and serving employees. This sets out clearly what Diversity means together with the rights and responsibilities of the individual.