



GARMENTEC
WORK UNIFORMS



Equality, Diversity & Inclusion Policy



Garmentec's Equality, Diversity and Inclusion Policy ensures that all employees and job applicants receive the same fair and unbiased treatment regardless of ethnicity, disability, gender or assumed gender identity. Our goal is for our workforce to be a true representation of society, inclusive of its depth of human diversity, where ever one of our employees feels respected, valued and able to able to perform their work duties to the best of their ability.

Introduction

Garmentec is committed to fair and equal conduct when dealing with all employees, sub-contractors, associates and job applicants, operating with exemplary respect and inclusion and without discrimination. Garmentec's Equality, Diversity and Inclusion policy covers all aspects of employment, including recruitment, training and development, and sets out guidance and encouragement for employees to take personal responsibility for their conduct, acting in a fair and non-discriminatory manner, with particular focus on gender, ethnicity, marital status, disability (both visible and hidden, i.e. mental health), employment status (part-time, full-time, fixed term contract etc.), age, sexual orientation and religion.

Definition of Discrimination

We understand that discrimination can be direct or indirect. Either form of discrimination is considered unacceptable and strongly discouraged in our workplace.

Direct discrimination is where someone is treated less favourably than another on grounds of their gender, ethnicity, marital status, disability, employment status, nationality, age, sexual orientation or religion.

An example of indirect discrimination is when requirements or rules negatively impact employees specifically because of their gender, ethnicity, marital status, disability, employment status, age, sexual orientation or religion.

Why do Garmentec champion our Equality, Diversity and Inclusion Policy?

We understand the importance and value of having a diverse workforce. We recognise that people from a broad range of backgrounds and experiences bring different perspectives and skills into our workplace, which in turn makes our business stronger and enables us to deliver a better service.

By recruiting and developing talent from a wide talent pool, their varied input helps us to continually evolve internal work processes as well as achieve the highest levels of customer service possible.

Garmentec have for years operated with a diverse workforce and remain committed to further developing our operations with equality and diversity at the forefront of what we do. A respectful and inclusive environment breeds productivity, which is why Garmentec continue to positively embrace different cultures, religious groups and individual identities.

All garmentec employees are ambassadors for our organisation and, as such, assume responsibility for supportive inclusive conduct in the workplace. We challenge discriminatory behaviours and attitudes that do not fall into the vision set out in this policy.

It is Garmentec's intent that none of our staff unlawfully discriminate against others on the grounds of protected characteristics as set out in the Equality Act 2010, which includes age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation. Neither is discrimination acceptable in relation to pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Our organisation commits to encourage equality, diversity and inclusion across all employees, as a part of our good working practices. Our working environment must be free of bullying, victimisation, harassment and unlawful direct and indirect discrimination. Garmentec promote dignity and respect for all, where individual differences are recognised as valued contributions.

We ensure that our staff understand they may be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow employees, customers, suppliers and the public. Complaints of bullying, harassment, victimisation and unlawful discrimination is taken seriously. A reporting mechanism where investigation and resolution is sought fairly and without prejudice is available to all staff. Reports of misconduct are dealt with under our organisation's grievance and disciplinary procedures. Serious complaints proven to result in gross misconduct may lead to dismissal without notice.

Continual review of employment and internal policies allow us to maintain current and emerging practices. We will also review this Equality, Diversity and Inclusion Policy annually, or as developments arise to ensure a live reactive policy. Garmentec Managers and Team Leaders are responsible for applying and enforcing the day-to-day compliance of this Policy, ensuring workers conduct is consistent with this policy. All staff, including Management, will lead by example and take action where necessary.

Garmentec's recruitment practices also adhere to this Policy, where specific efforts will be made to ensure:

- Job advertisements contain clear and accurate information for potential applicants to assess their own suitability for the role.
- Vacant posts will not be restrictive restrict in terms of gender, ethnicity, marital status, disability, age, sexual orientation, religion or employment contract status.
- Recruitment literature will not state or imply a preference one group of applicants, unless there is a genuine occupational skill or qualification for the role which precludes an unqualified audience.

Garmentec management will ensure new vacancies are, where appropriate, circulated internally to ensure existing colleagues have the opportunity of career development within the business. Externally advertised vacancies will detail our company's commitment to equality and diversity alongside any mandatory minimum standard of key skills and qualifications required for the effective undertaking of the job. Applicant assessment and selection will be fair and based solely on an applicant's suitability for the job. Transparent feedback will be given to all applicants. All employees are considered on their merits for promotion, training and career development, with equal opportunities for all. Garmentec also make reasonable workplace adjustments for appointees affected by disability, with either existing or newly developed conditions. All reasonable efforts are taken to equip staff with the tools they need to successfully complete their job roles.

Training

Employees are provided with appropriate training regardless of gender, ethnicity, marital status, disability, age, employment contract status, sexual orientation or religion. An individual's circumstances, including those of people with caring responsibilities, will be taken into account to ensure equality of access to training opportunities. All employees are encouraged to discuss their career prospects and training needs with their Manager.

Legal Framework

The domestic legal framework to protect people from unlawful discrimination in respect of the protected characteristics of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation is provided by:

- The Equality Act 2010 (which repealed many of the previous Acts, Regulations and Statutory Instruments)
- Employment Rights Act 1996 (sections relating to maternity and dependant carer leave)
- Race Relations (Amendment) Act 2000
- Protection from Harassment Act 1997
- Racial and Religious Hatred Act 2006

Complaints

Employees who believe that they have been discriminated against or received harassment or victimisation, are entitled to raise an official grievance. The grievance procedure process can be sought from any member of the Management Team.

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

SIGNATORY: **CHRIS BALDRAN**
OPERATIONS DIRECTOR
GARMENTEC GROUP
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