

Equal Opportunities Policy Statement

AEJ Management Ltd is an equal opportunity employer. We are committed to being a successful, caring, and welcoming place for all colleagues and our aim is to create a supportive and inclusive environment where our colleagues can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered, and the diversity of our current or prospective colleagues' backgrounds and circumstances will be positively valued.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our business as we seek to develop the skills and abilities of our employees. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the Board of Directors, all Managers, Supervisors, and individuals at all levels have a responsibility to treat others with dignity and respect.

Through this policy statement, and other relevant supporting policy documents, and the training and development of managers and colleagues, we will do all we can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. We will also continue to work towards our goal of encouraging and promoting equality and diversity within the workforce.

This policy statement aims to achieve equality by removing any potential discrimination in the way that our employees are treated by fellow employees or the Company, including:

- People with disabilities;
- People of different sexual orientations;
- Transgendered and transsexual people;
- People of different races;
- People of different ethical beliefs;
- People on the grounds of their sex;
- Those of faith and of no faith;
- In relation to their age;
- In relation to their social class or medical condition;
- People who work part-time;
- Those who are married or in a civil partnership;
- Women who are pregnant, have recently given birth or are breastfeeding.

From an employment legislation perspective, discrimination can be either direct or indirect. Some of the above are protected characteristics under the Equality Act 2010 and discrimination is prohibited unless there is a legal exception under the Equality Act.

What is direct discrimination?

- This is where someone is treated less favourably due to one (or more) protected characteristics. It can be intentional or unintentional discrimination. Occasionally the discrimination may occur due to a protected characteristic of another person, so the discrimination may be because of association. An example is an advert for a job that requires 'men only' or 'under 30s only'.

What is indirect discrimination?

- This is where someone is disadvantaged by an apparently neutral provision, criterion, or practice (PCP) that is applied 'across the board' or 'equally across a particular group'.
- The PCP may have the consequence (usually unintended) of causing a disadvantage, which then actually affects somebody. For example, a PCP relating to clothing or headwear could be applied 'equally' but may cause someone with a protected characteristic to be disadvantaged.
- A PCP can be justified if it is a proportionate means of achieving a legitimate aim.

We will provide a trusted service for our customers that exceeds their expectations...

What is victimisation?

- This is not the same as the common meaning of victimisation but is specifically regarding treating someone less favourably because they have complained about or given information about discrimination or harassment, either regarding themselves or someone else.

What is harassment?

- This is part of the Equality Act but is covered in more detail in our Anti-Harassment & Bullying Policy.

What is the Equality Act 2010?

- The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.
- It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and it also strengthens protection in some areas.
- Whilst the Equality Act obviously applies to us as a business, it also applies to how employees treat fellow employees, prospective employees, former employees, visitors, suppliers and applies to customers and clients too.

As a business we are fully committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

The aim of this policy statement is to ensure that no applicant or colleague receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. We also seek to ensure that no person is victimised or subjected to any form of bullying or harassment.

The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Training, development, and progression opportunities are available to all colleagues and are managed by the HR Department.

The HR & Training Director has particular responsibility for implementing and monitoring the equality and diversity policies and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

There will be monitoring and reviews of the effectiveness of the equal opportunities policy, including a review of job applicants and the benefits/career progression of existing employees. Comments and suggestions on the policy can be directed to our HR & Training Director.

We will provide a trusted service for our customers that exceeds their expectations...