

## **EQUAL OPPORTUNITY POLICY**

#### **Our Commitment**

Harrison How Limited welcomes the rich diversity and creative potential people with different backgrounds, skills and abilities bring into the workplace.

We will not tolerate unfair treatment on the grounds of age, disability, ethnic origin, sexual preference, gender, social background, political beliefs, martial status or any other conditions that cannot be shown to be justified. All forms of discrimination are covered by the Equality Act 2010.

We promote equal opportunities and an important aspect of our business. We ensure terms and conditions including pay, holiday and training are equal to all, considering responsibility and roles.

We do not allow any harassment or bullying and have a zero-tolerance stance to any of our employees to feel marginalized for any reason. We have a work environment where all our welcome and respected.

# **Training**

We regular train our employees to be in line with our beliefs of equal opportunities for all. We aim to raise awareness for all employees to reduce any incidents where people feel marginalized or where there is possible conflict.

### **Flexible Working**

We understand that employees have commitments that sometimes affect work. We as a company are proud to offer flexible working when required to ensure that no employee ever feels that they can't take time off.

### **Open Door Policy**

Our door is always open for any employee regardless of reason to discuss and personal matters or concerns with us. We will strive to give the employee the best assistance possible and provide a safe space for all staff. If any complaints are made, a formal internal review will be carried out and the company's procedures followed.

This statement has been approved by Harrison How Limited.

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Michael Parker

Director

Harrison How Limited