

# **Burlington Uniforms Limited**

## **Executive Summary of Equality and Diversity Policy**

### **Introduction**

Burlington Uniforms has in place an Equality and Diversity Policy. It was formulated and is implemented and reviewed under procedures contained in our Quality Management System.

This document summarises the terms and effects of the policy and states the company's commitment to maintain equality and diversity in the workplace and its dealing with employees, potential employees, and those with whom we do business or otherwise encounter during our business and dealings.

Burlington Uniforms Limited is fully committed to promoting equality of opportunities in its business, to reflect positive values of human differences and diversity.

Within the framework of existing legislation the Company is committed to eliminate and prohibit discrimination in its own policies and procedures and in those areas over which it has influence.

The policy regulates the conduct of the Company and those acting for it.

Since all employees act on behalf of the Company this policy both imposes duties and confers rights on employees.

### **2. Legislation and Codes of Conduct with which the Company complies:**

- The Equality Act 2010
- Any amendment to the Equality Act 2010
- Any relevant EU Regulation or Direction
- Any further relevant UK Statute
- Schedule 6 of the Employment Equality (Age) Regulations 2006, any subordinate legislation made under the authority of the Equality Act 2010, any amendment thereto or any subsequent relevant primary legislation
- The Human Rights Act 1998
- The Company is committed to follow the Code of Practice set by the Equality and Human Rights Commission and approved by Parliament

### **3. What The Policy Does**

The policy states our commitment not to discriminate, directly or indirectly, or to victimise any employee (a) in the arrangements the Company makes for deciding to whom to offer employment; (b) as to the terms on which the Company offers a person employment; (c) by not offering employment.

The policy states our commitment not to discriminate against an employee (a) as to the employee's terms of employment; (b) in the way the Company affords an employee access,

or by not affording an employee access, to opportunities for promotion, transfer or training or for receiving any other benefit, facility or service; (c) by dismissing an employee; (d) by subjecting an employee to any detriment.

It also states that the Company must not and will not victimise a person (a) in the arrangements the Company makes for deciding to whom to offer employment; (b) as to the terms on which the Company offers a person employment; (c) by not offering a person employment and that the Company must not and will not victimise an employee (a) as to terms of employment; (b) in the way the Company affords an employee access, or by not offering access, to opportunities for promotion, transfer or training or for any other benefit, facility or service; (c) by dismissing an employee; (d) by subjecting an employee to any other detriment.

The Policy states the company's commitment not to harass or permit harassment of (a) an employee, (b) any person who has applied for employment.

The rules and code of conduct set out in the policy are applied to the Company's dealings with customers, potential customers, or any member of the public seeking or inquiring about the Company's services. They also apply to contract workers and in (a) the selection of suppliers and service providers; (b) procurement; (c) range maintenance; (d) supply chain management.

The policy is clear that the rules and code of conduct apply to those acting for the Company as well as the Company itself.

The policy states that it will not discriminate in respect of the following characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Special instances of discrimination in the cases of disability, pregnancy and maternity, and gender reassignment are addressed.

Direct Discrimination, Indirect Discrimination, Victimisation and Harassment are defined according to the Equality Act 2010 and, in the case of harassment, good business practice.

The policy emphasises the duty of management and all members of staff not to permit or engage in any form of prohibited conduct and, if it is observed, to report it.

There is a grievance procedure for members of staff who consider that they have been the victim of discrimination, victimisation or harassment. Our complaints procedure is to be used to investigate any complaint from a customer or member of the public.

There is a disciplinary procedure for dealing with allegations of prohibited conduct.

Staff are advised, in the policy, that indulging in prohibited conduct can result in a court claim being issued against them as well as the Company. It is also made clear that certain forms of harassment may amount to a criminal offence.

#### **4. Review of Policy**

The policy is part of our Quality Manual that documents our Quality Management System for which we have ISO 9001:2008 accreditation. Management will review the policy at least annually in order to ensure that it reflects current legislation, EU regulations and best practice.

#### **5. Ultimate Responsibility**

The Managing Director has overall responsibility for this policy and its effective implementation.

Signed:



Adrian Hewitt  
Managing Director

Date: 13<sup>th</sup> July 2011  
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