

**Head Office**

Creative Office Solutions Ltd  
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**Web**

[www.creativeofficeltd.co.uk](http://www.creativeofficeltd.co.uk)

**Tel**

0800 043 3241

## Equal opportunity and Equality Policy

Creative Office Solutions LTD is committed to promoting equality and diversity in the workplace, ensuring that every employee feels respected and fairly treated. It is the company's priority that unlawful discrimination in the workplace is prevented, and that employees feel comfortable and supported when raising concerns over discrimination, with the assurance that any issues will be taken seriously, and appropriate action being taken if an incident does occur.

The company aims for its workforce to represent all sections of society, recognising the importance of a diverse and inclusive workforce. The policy is to ensure that no employee or customer is discriminated against based on protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, in accordance with the Equality Act 2010.

The purpose of the policy is to:

- Ensure that all employees in the company's employment - whether full-time, part-time, or temporary - are treated with respect, dignity, and fairness.
- Conduct business in alignment with the Equality Act 2010 and establish a firm approach against all forms of unlawful discrimination. This extends to pay and benefits, terms of employment, dealing with grievances and discipline, dismissal, redundancy, parental leave, requests for flexible working, selection for employment, promotion, training and any other developmental opportunity.
- Provide a working environment that is free from bullying, harassment, victimisation, and unlawful discrimination, with any complaints being dealt with appropriately.

The company commits to:

- Create a workforce that encourages equality and diversity, understanding its importance for contributing to employee well-being and healthy business practices.
- Maintain a working environment free of bullying, harassment, victimisation, and unlawful discrimination. All employees and managers should understand that they can be held liable for any of these acts during their employment, against fellow employees, suppliers, customers, and the public.
- Ensuring that thorough training is undertaken by managers and employees about their rights and responsibilities under the policy.



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The Creative Office Solutions LTD Equal Opportunity and Equality Policy is issued in compliance with the Equality Act 2010. The policy is made available to employees and will be reviewed and revised on an annual basis.

Signed : *N. Owen*

Nick Owen

Managing Director

22/02/223