

Equal Opportunities Policy

Date: 18th July 2025

Review Date: Annual from 1st January.

1. Policy Statement

AOne Tools & Fixings Ltd is committed to promoting equality, diversity, and inclusion throughout our business. We are an equal opportunities employer, and we aim to ensure that all employees, job applicants, customers, suppliers, and business partners are treated fairly, with dignity and respect, regardless of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

These are known as **protected characteristics** under the **Equality Act 2010**.

2. Our Commitments

- Promote a working environment free from discrimination, harassment, victimisation, and bullying.
- Ensure all employment decisions are based on merit, qualifications, and business needs.
- Provide equal access to training, development, and career progression opportunities.
- Make reasonable adjustments where needed to accommodate disabilities.
- Monitor and review our practices to ensure ongoing compliance and improvement.

3. Scope of the Policy

This policy applies to all aspects of employment with AOne Tools & Fixings Ltd, including:

- Recruitment, selection, and onboarding
- Terms and conditions of employment
- Training and development
- Promotions and transfers
- Disciplinary and grievance procedures
- Termination of employment

4. Responsibilities

- **Management:** Responsible for promoting equality and ensuring that this policy is implemented effectively.
- **All Employees:** Expected to treat others with respect and uphold the principles of equality in the workplace.
- **HR (if applicable):** To provide guidance, monitor compliance, and support in dealing with any breaches.

5. Dealing with Discrimination and Harassment

Any form of discrimination, harassment, bullying, or victimisation will not be tolerated. If you believe you have been treated unfairly or witnessed such behaviour:

- Report it to your line manager or designated contact person.
- Allegations will be treated seriously, investigated promptly, and handled confidentially.
- Disciplinary action may be taken where policy breaches occur.

6. Monitoring and Review

We regularly review our employment practices and workforce data to ensure our commitments to equality are met and to identify any areas for improvement.

This policy will be reviewed annually and updated as necessary to reflect changes in legislation or business practice.

Signed:



Shaun Bairstow
Managing Director

AOne Tools & Fixings Ltd

Date: 18/07/2025