

Diversity & Equality Policy

Charles Twite & Co Ltd

Policy Statement

At Charles Twite & Co Ltd, we are committed to promoting diversity, equality, and inclusion in all areas of our business. We believe that everyone should be treated with respect, dignity, and fairness, and we are dedicated to ensuring that our workplace is free from discrimination, harassment, and victimization.

We recognize and value the differences that each individual brings to our company, and we are committed to fostering an inclusive environment where all employees feel valued and supported.

Scope

This policy applies to all employees, job applicants, contractors, suppliers, and anyone else working on behalf of Charles Twite & Co Ltd. It covers all aspects of employment, including recruitment, selection, promotion, training, pay, and working conditions.

Protected Characteristics

We are committed to ensuring equality and preventing discrimination based on the following nine protected characteristics as defined by the Equality Act 2010:

1. **Age**
2. **Disability**
3. **Gender Reassignment**
4. **Marriage and Civil Partnership**
5. **Pregnancy and Maternity**
6. **Race** (including colour, nationality, ethnic or national origin)
7. **Religion or Belief**
8. **Sex**
9. **Sexual Orientation**

Commitments

1. **Recruitment and Selection**
 - We will ensure that our recruitment and selection processes are fair, transparent, and free from bias. Job applicants will be considered based on their ability to meet the requirements of the role, without regard to the protected characteristics.
2. **Training and Development**
 - We are committed to providing equal opportunities for training and development to all employees. We will ensure that everyone has access to the resources they need to develop their skills and advance in their careers.

3. Pay and Benefits

- We will ensure that all employees receive equal pay for equal work, regardless of any protected characteristics. Our pay and benefits policies are designed to be fair and transparent.

4. Workplace Environment

- We are committed to creating a workplace environment where everyone feels safe, respected, and valued. Harassment, bullying, and discrimination will not be tolerated, and any complaints will be taken seriously and investigated promptly.

5. Flexible Working

- We recognize that flexibility is important to many of our employees, and we are committed to considering all requests for flexible working arrangements in a fair and consistent manner.

6. Monitoring and Reporting

- We will regularly monitor our diversity and equality practices to ensure that we are meeting our commitments. We will also encourage employees to report any concerns they have about discrimination or unequal treatment.

7. Continuous Improvement

- We are dedicated to continuously improving our diversity and equality practices. This includes regular reviews of our policies and procedures, as well as seeking feedback from employees and stakeholders.

Responsibility

All employees have a responsibility to uphold this policy and to promote a culture of diversity, equality, and inclusion. Managers and leaders within the company have a particular responsibility to set an example and to ensure that their teams understand and adhere to the principles of this policy.

Approval and Review

This policy will be reviewed annually and approved by the Director of Charles Twite & Co Ltd.

Signed, *RL smith*

Rachel Smith
Director
Charles Twite & Co Ltd
Date : 26.09.25