

Equality, Diversity, and Inclusion Policy

Policy

The terms equality, inclusion and diversity are at the heart of this policy. ‘Equality’ means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. ‘Inclusion’ means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. ‘Diversity’ means the celebration of individual differences amongst the workforce. Ventol Limited (hereafter the Company) will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. The Company is committed to providing a workplace free from discrimination, harassment, sexual harassment, bullying, victimisation and retaliation. Such behaviour will not be tolerated and may result in disciplinary action up to and including dismissal. We want to encourage everyone in our business to reach their potential. In support of the Company's Integrated Management System, we are committed to creating an inclusive working environment that enhances employee wellbeing, engagement, competence, participation and continual improvement.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

Revision and Approval

Rev.	Issue Date	Nature of Changes	Approved By
1	06/06/22	Original issue.	LF
2	06/06/23	Doc Number applied	LF
3	06/06/24	Rebranding applied	LF
4	05/06/25	Annual review	LF
5	05/06/26	Annual review	LC

Statement

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against; either directly or indirectly, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

The company is committed to providing fair and equal treatment for all staff, workers, customers, suppliers and visitors and all workers are expected to treat everyone with whom they have contact with dignity and respect.

The policy will be communicated to employees, agency workers, contractors, suppliers and other interested parties as appropriate. The Company expects those working on its behalf to uphold the principles contained within this policy.

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The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. The Company will identify, monitor and comply with all applicable legal, regulatory and other requirements relating to equality, diversity, inclusion and employment practices.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

AGE

We will: -

- ensure that people of all ages are treated with respect and dignity,
- ensure that people of working age are given equal access to our employment, training, development, and promotion opportunities, and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will: -

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities,
- challenge discriminatory assumptions about disabled people, and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting, and sign language interpretation.

RACE

We will: -

- challenge racism wherever it occurs,
- respond swiftly and sensitively to racists incidents, and
- actively promote race equality in the Company.

GENDER

We will: -

- challenge discriminatory assumptions about women and men,
- take positive action to redress the negative effects of discrimination against women and men,
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same, and
- provide support to prevent discrimination against individuals who are proposing to undergo, are undergoing, or have undergone gender reassignment.

SEXUAL ORIENTATION

We will: -

- ensure that we take account of the needs of lesbians, gay men, and bisexuals, and
- promote positive images of lesbians, gay men, and bisexuals.

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RELIGION OR BELIEF

We will: -

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible, and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

CONSULTATION AND PARTICIPATION

We will:

- encourage employees to raise concerns relating to equality, diversity and inclusion;
- provide appropriate mechanisms for reporting concerns confidentially;
- consult employees on matters affecting workplace culture and inclusion;
- ensure individuals raising concerns are protected from victimisation and retaliation.

PREGNANCY OR MATERNITY

We will: -

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity,
- challenge discriminatory assumptions about the pregnancy or maternity of our employees, and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will: -

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership,
- challenge discriminatory assumptions about the marriage or civil partnership of our employees, and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

EX-OFFENDERS

We will: -

- consider criminal record information only where relevant and lawful;
- comply with the Rehabilitation of Offenders Act 1974 and associated legislation;
- undertake role-based risk assessments where criminal record information is necessary;
- ensure decisions regarding applicants or employees are proportionate, objective and justifiable.

EQUAL PAY

We will: -

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

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Recruitment and Selection

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The recruitment and selection process are crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate; whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all selection, recruitment and promotion decisions will be based solely upon objective criteria including qualifications, skills, competence, experience and ability to fulfil the requirements of the role.

Job descriptions, where used, will be revised to ensure that they are in-line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person, where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other employees.

Training and Promotion

Directors and Line Managers will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

Equality, Diversity and Inclusion awareness training will be provided periodically to employees appropriate to their role and responsibilities. Training records will be maintained in accordance with the Company's management system requirements.

All promotion will be in line with this policy.

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Wellbeing and Respect at Work

The Company recognises that discrimination, harassment, bullying and exclusion may negatively affect an individual's health, wellbeing and performance.

We are committed to maintaining a respectful working environment that promotes dignity, inclusion, psychological safety and positive mental wellbeing.

Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve the collection, analysis and review of diversity information, where lawfully obtained, relating to:

- age;
- disability;
- ethnicity;
- sex;
- religion or belief;
- sexual orientation;
- gender reassignment; and
- other appropriate diversity indicators.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.

Authorisation

This policy will be reviewed annually or in the event of any change.

Signed:



Mr. Luke Corbett
Managing Director

Date: 05 June 2026