



## **NQ09 - Equal Opportunities & Diversity Policy**

At Ninth Quarter Limited, we value diversity and are committed to creating an inclusive workplace where everyone is treated with respect and fairness. Our Equality & Diversity Policy outlines our commitment to promoting equality, preventing discrimination, and embracing the unique perspectives of all individuals.

### **1. Purpose**

The purpose of this policy is to:

Ensure that all employees, regardless of their background or characteristics, have equal opportunities to succeed and thrive in our workplace.

Create a supportive and inclusive environment where everyone feels valued and respected.

Prohibit any form of discrimination, harassment, or unfair treatment based on protected characteristics.

### **2. Scope**

This policy applies to all employees of Ninth Quarter Limited, including full-time, part-time, and temporary workers.

### **3. Responsibilities**

**Management:** Management is responsible for promoting equality and diversity, setting a positive example, and ensuring compliance with this policy.

**All Employees:** Every employee is responsible for treating others with respect, embracing diversity, and refraining from discriminatory behavior.

### **4. Principles**

**Equal Opportunities:** We are committed to providing equal opportunities for all employees in recruitment, training, promotion, and other employment-related matters.

**Respect for Differences:** We celebrate the unique backgrounds, perspectives, and talents of our employees and recognize the value that diversity brings to our organization.

**Zero Tolerance:** We have zero tolerance for discrimination, harassment, bullying, or any other form of unfair treatment based on protected characteristics.

### **5. Implementation**

**Recruitment and Selection:** We will ensure that our recruitment processes are fair and transparent, free from bias or discrimination.

**Training and Awareness:** We will provide training and raise awareness among employees about equality and diversity issues to promote inclusive behaviours.

**Supportive Environment:** We will foster a supportive environment where employees feel comfortable discussing any concerns related to equality and diversity.



**Regular Review:** We will regularly review our policies and practices to identify any areas for improvement and ensure compliance with legal requirements.

## **6. Reporting and Complaints**

Employees who experience or witness discrimination, harassment, or unfair treatment are encouraged to report their concerns to management on [info@ninthquarter.co.uk](mailto:info@ninthquarter.co.uk)

All complaints will be taken seriously, investigated promptly, and handled confidentially.

Retaliation against individuals who report concerns or participate in investigations will not be tolerated.

## **7. Communication**

This policy will be communicated to all employees through employee handbooks, company meetings, and other appropriate channels.

We will promote awareness of this policy and encourage open dialogue on equality and diversity issues within our small business.

## **8. Review**

This policy will be reviewed periodically to ensure its effectiveness and relevance to our small business.

Any updates or revisions to the policy will be communicated to employees accordingly.

Conclusion

At Ninth Quarter Limited, we are committed to fostering an inclusive workplace where diversity is embraced, and everyone is treated with respect and fairness. By adhering to the principles outlined in this policy, we can create a positive work environment where all employees can thrive and contribute to our success.

Signed:

**Mr Mark Baker**  
(Managing Director)

Dated: 18/04/2023