



completetreecare
Contracting & Consultancy

Complete Tree Care Limited

Equality and Diversity Policy

Equality and Diversity Policy Statement

Complete Tree Care Limited is committed to developing, maintaining and supporting a culture of equality and diversity in employment in which staff are treated equitably, and where they can realise their potential whatever their age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, sex, gender identity, marital or civil partnership status, parental status, religion, belief or non-belief, social or economic class, employment status, or any other criteria that cannot be shown to be properly justifiable.

Complete Tree Care recognises the diverse requirements of its clients and supply chain and will deliver effective and appropriate services to all taking into account their different needs.

Equality of opportunity and inclusivity is fundamental to the vision and values of Complete Tree Care. The principles of equality and diversity are supported in all our company policies and procedures.

The characteristics protected by our Equality and Diversity Policy shall be: age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation.

**SIGNED BY DIRECTOR RESPONSIBLE
FOR EQUAL OPPORTUNITIES ISSUES.**



DATE.....5th February 2025.....

Equality and Diversity Procedures

1. Implementation and Monitoring of Equality and Diversity:

Upon appointment new employees will be issued with a copy of this Policy as part of their Induction training. The policy and its associated procedures will be explained to all new employees. Toolbox talks will cover the Equality and Diversity Policy from time to time.

We state to all employees that any acts of discrimination, including harassment will be grounds for disciplinary action and complaints will be raised through the grievance procedure.

Overall responsibility for the application of the policy rests with the Managing Director. However, all employees of Complete Tree Care Limited have a personal responsibility under the policy, in particular all Directors, Managers and Team Leaders.

The Director shall review this policy annually and any amendments will be notified to the employees.

The company will monitor the diversity of its employees and of its pay equality. The Director will review this information annually and take appropriate action:

- make pay awards,
- consider positive action,

2. Recruitment:

We are committed, wherever practicable, to achieving and maintaining a workforce representative of the local communities in which we operate. We will monitor the implementation of the policy via a programme of

action, which will be regularly reviewed and updated. In addition to this ethnic records of job applicants and existing employees will be kept.

All job vacancies will be advertised both internally and externally of the company, using open advertising methods such as Jobs Boards, Jobcentre plus, local press and colleges. All advertisements will promote the wording “we are an equal opportunities employer”.

3. Harassment and Bullying:

Complete Tree Care aims to provide a stimulating and supportive work environment which will enable employees to fulfil their potential. All employees have an important role to play in creating an environment where harassment is unacceptable.

Allegations of harassment or bullying will be treated as a disciplinary matter and the Disciplinary policy will apply. Proven serious cases of harassment or bullying may be considered gross misconduct.

4. Complaints:

Employees who believe they have not been treated equitably in accordance with the Equality and Diversity Policy should raise the matter with their manager in the first instance. If the complaint is against their manager, they should raise it with their Director. If this does not resolve the matter, the member of staff may make a complaint in accordance with the Grievance Procedure – the first step of which is to establish whether the complaint may be resolved informally.

No member of staff will be victimised for bringing a complaint under this policy. However, where a complaint is made maliciously and/or on knowingly false information, the complainant may be subject to the Disciplinary Procedure.

Where complaints concerning Equality or Diversity arise from Complete Tree Care clients the Complaints Procedure shall apply. If a complaint against a member of staff is upheld disciplinary action will be taken.