
Equality, Diversity & Inclusion Policy

1. Introduction

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment 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. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

2. Our Commitment as an Employer

1. To create an environment in which individual differences and the contributions of our staff are recognised and valued.
2. Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
3. Training, development and progression opportunities are available to all staff.
4. Equality in the workplace is good management practice and makes sound business sense.
5. We will review all our employment practices and procedures to ensure fairness.

We expect management at all levels:

To ensure the principles in this policy are implemented at all times and to correct employees under their control who breach these principles (and to implement sanctions for anyone continuing to breach these principles).

- To support and encourage employees in their work and to develop themselves within parameters acceptable to them.
- To treat all employees fairly, to listen to and give due consideration to their views and the views of anyone speaking or acting on their behalf.
- Where discipline must be applied, to do so fairly and in accordance with natural justice as well as CPC's disciplinary policy.
- To be proactive in watching for any breach of this policy and to take action should such a breach be apparent or suspected.

3. Our Commitment as a Service Provider

1. We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
2. We will make sure that our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
3. This policy is fully supported by senior management and has been agreed with employee representatives
4. This policy will be monitored and reviewed annually.
5. We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
6. Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4. Policy Statements

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 people with a disability or neurodivergent have access to our services and employment opportunities;
- challenge discriminatory assumptions about people with a disability or neurodivergent; 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 gender;
- take positive action to redress the negative effects of discrimination against everyone;
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ= communities; and
- promote positive images of the LGBTQ+ communities.

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.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity during pregnancy and maternity leave;
- challenge discriminatory assumptions about the pregnancy or maternity; and
- ensure that no individual is disadvantaged as a result of pregnancy or maternity leave and that we take account of the needs of our employees' pregnancy or maternity leave.

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:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

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.

5. Inclusive working environment

Inclusion is an overarching culture encompassing diversity, equality and many other aspects of our working environment. CPC believes in an inclusive working environment where employees are welcomed to bring their true self to work, whilst feeling valued, respected and heard. CPC values the strength diversity brings, and aims to create a safe working environment, providing equal opportunities free from discrimination.

An inclusive working environment empowers diverse talent to think differently and freely share their backgrounds, experiences and perspectives, for CPC to continually evolve and meet the needs of its staff and clients.

All employees are expected to respect one another and aid CPC in creating a safe and supportive working environment to ensure everyone's differences are acknowledged and appreciated. CPC encourages all employees to use inclusive language and be mindful of the impact their words or behaviour can have on others and to communicate in ways that they are considerate and respectful.

6. Further Information

CPC requires contractors to declare a commitment to upholding the principles of equality and abiding by our Equality and Diversity policy. A copy of this policy is provided to all sub-contractors, consultants and suppliers who work with us. All such organisations are required to comply with this policy. Failure to comply may result in termination of contract for services.

Any employee who feels they have not been treated in accordance with this policy is entitled to raise the matter through the Grievance procedure or the Bullying and Harassment policy.

CPC Project Services Ltd commits itself to the immediate investigation of any claims of discrimination on the grounds stated in this policy, and, where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary), and the rigorous investigation of any employee accused of discrimination and the circumstances surrounding such allegation. This includes decisions relating to recruitment and selection, training and development, performance management, reward and promotion, which are based solely on ability and performance.

Any employee (irrespective of seniority) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against CPC Project Services Ltd policy, any employee offending will be dealt with under the disciplinary procedure. Unless assurances of future non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.

This policy is managed by the People & Culture team and is approved by the Managing Partner.

Steve Mole
Managing Partner
January 2026

Next planned review: January 2027