

Equal Opportunities & Diversity Policy

1. Introduction

The Production Hub Limited, ("the Company") is committed to fostering an inclusive workplace, ensuring equality of opportunity and freedom from unlawful discrimination. This policy aligns with the Equality Act 2010 (as amended) and prohibits discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, and sexual orientation. The Company actively opposes all forms of discrimination

This policy outlines our commitment to preventing discrimination and harassment, explains what constitutes inappropriate behaviour, and provides a clear process for raising and addressing concerns. It applies to all employees, contractors, suppliers, and third parties engaged with the Company in any capacity, whether on our premises, remotely, or at work-related events.

Everyone at the Company shares responsibility for maintaining a respectful workplace, and we will take all necessary steps to uphold this policy and comply with UK legislation.

2. Policy Statement

- 2.1 We are committed to preventing all forms of unlawful discrimination to ensure that recruitment, promotion, training, pay, terms of employment, and dismissals are based on merit, skills, qualifications, and productivity.
- 2.2 We are committed to upholding equality, diversity, and dignity for all. We will take all reasonable steps to prevent workplace harassment, including from third parties such as clients and suppliers.
- 2.3 We encourage all employees to speak up if they witness or experience inappropriate behaviour. We will investigate all complaints seriously, promptly, and confidentially.

3. What is Discrimination

- 3.1 **Discrimination** is treating an individual unfairly due to a protected characteristic. It may be
- **Direct discrimination:** Treating someone less favourably due to a protected characteristic.
 - **Indirect discrimination:** Applying a policy that disadvantages a group without a valid justification.
 - **Discrimination by association:** Unfair treatment due to a connection with someone with a protected characteristic.
 - **Discrimination by perception:** Treating someone unfairly based on assumptions about a characteristic they may not have.

4. Types of Discrimination

- 4.1 **Direct Discrimination** Occurs when someone is treated less favourably due to a protected characteristic.
- 4.2 **Indirect Discrimination** Occurs when a seemingly neutral policy disadvantages a specific group, and it cannot be justified. *Example: A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.*

4.3 **Harassment** Unwanted conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

4.4 **Victimisation** Treating someone unfairly because they have raised a concern about discrimination or they have given or intend to give evidence.

5. Unlawful Grounds for Discrimination

5.1 Discrimination is unlawful on the following grounds:

- **Sex:** Includes gender reassignment, pregnancy, and maternity. *Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.*
- **Age:** It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.
- **Disability:** It is not permissible to treat a disabled person less favourably than a non-disabled person. Requires reasonable adjustments to be made to accommodate disabilities.
- **Race:** Includes colour, nationality, and ethnic or national origins.
- **Sexual Orientation:** Covers all sexual orientations. *For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.*
- **Religion or Belief:** Includes any religious or philosophical beliefs or lack of religion or belief.

6. Positive Action in Recruitment

6.1 Under the **Equality Act 2010**, the Company may take positive action to encourage underrepresented groups to apply for positions. However, If the Company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, this will only be used in 'tie-break' situations where candidates are equally qualified

7. Reasonable Adjustments

7.1 The Company is committed to making reasonable adjustments for employees with disabilities, including:

- Modifications to workspaces
- Adjusting job duties
- Flexible working arrangements
- Providing assistive technology, training or mentoring
- Supplying or modifying equipment, instruction and training manuals for disabled employees
- Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

7.2 Employees requiring adjustments should contact the **Designated Officer**, Lorna Hames, Director.

8. Responsibilities for Policy Implementation

8.1 All employees, contractors, and agents must adhere to this policy, ensuring no discrimination, harassment, or victimisation occurs.

8.2 Senior employees must enforce the policy and lead by example.

8.3 Employees may be held personally liable for acts of discrimination and could face disciplinary action, including dismissal.

8.4 The Company is responsible for ensuring compliance with this policy and all relevant legislation.

9. Addressing Discriminatory Behaviour

9.1 Employees subjected to or witnessing discrimination should report concerns as per the Company's Grievance and Disciplinary Procedures – See ED09 Disciplinary Policy and ED012 Grievance Policy.

10. Advice & Support on Discrimination

10.1 Employees seeking advice may contact:

- **Equality and Human Rights Commission** (www.equalityhumanrights.com)
- **Citizens Advice Bureau** (www.citizensadvice.org.uk)
- **Protect (Whistleblowing Charity)** (www.protect-advice.org.uk)

This policy / policy review has been approved & authorised by:

Name and Position Lorna Hames, Director

Date:

12-01-2026

Signature:



Policy Review Record	
Effective Date:	16 March 2012
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