



Diversity and Inclusion Policy

At QiRC we are committed to encouraging equality, diversity and inclusion among our workplace and eliminate unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part – time or full – time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - Age
 - Disability
 - Gender
 - Marital status
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sexual orientation

Our commitments:

QiRC commits to:

1. Encourage equality, diversity and inclusion in the workplace
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all and where individual difference and the contributes of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

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All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review and monitor employment practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Qi Refurbs and Contracts Ltd

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Signed By:

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