Equality, Diversity and Inclusion Policy

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Document	Equality, Diversity and Inclusion Policy
Version	2.0
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Owner / approved by	Jake Motley, Managing Director
Supersedes	Version 1.0, signed 7 July 2026

1. Policy Statement

SSH Conservation Ltd ("the Company") is committed to providing equality of opportunity and to eliminating discrimination, harassment and victimisation. We aim to create a working environment where everyone is treated with dignity and respect.

The Company opposes all forms of direct or indirect unlawful discrimination on the basis of the following Protected Characteristics, as defined by the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2. Our Commitment

The Company aims to ensure that:

- The Managing Director, any employees, and everyone working under the Company's direction, including labour-only subcontractors, together with job applicants, are treated fairly and consistently at all stages of employment or engagement.
- Everyone has the right to work free from harassment, bullying or unwanted behaviour, whether from colleagues or third parties such as customers, contractors or service users.
- All individuals have equal opportunities to contribute and achieve their potential.
- No one is treated less favourably because they associate with someone who has a Protected Characteristic or because they are perceived to have one.

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- A diverse workforce is valued and recognised as improving our services and understanding of our clients and communities.

3. Scope

This policy applies to all aspects of employment and engagement by the Company, including:

- Recruitment and selection.
- Training and development.
- Terms and conditions of employment or engagement.
- Grievance and disciplinary procedures.
- Dismissal or termination of engagement.

Where the Company employs staff, terms of employment are set out in their individual contracts.

4. Fair Employment Practices

The Company will:

- Use objective, fair and non-discriminatory criteria in recruitment, selection and engagement.
- Base decisions on merit, skills and experience.
- Assess individuals on their ability to carry out the role.
- Ensure equal pay and fair terms and conditions for everyone working for the Company doing the same or broadly similar work, or work of equal value.
- Operate grievance and disciplinary procedures fairly and consistently.
- Make reasonable adjustments for disabled workers and applicants to remove workplace barriers.
- Review this policy regularly to ensure continued compliance with the law.

5. Legal Compliance

This policy is implemented in line with current UK legislation, including but not limited to:

- **Equality Act 2010** – protecting individuals from discrimination, harassment and victimisation.
- **Worker Protection (Amendment of Equality Act 2010) Act 2023** – requiring the Company to take reasonable steps to prevent sexual harassment of workers (in force 26 October 2024); see the Anti-Bullying and Sexual Harassment Policy.
- **Employment Rights Act 1996** – ensuring fair treatment in employment practices.
- **Health and Safety at Work etc. Act 1974** – supporting a safe and inclusive working environment.
- **UK GDPR and Data Protection Act 2018** – protecting personal data relating to equality matters.

The Company will comply with all statutory duties and any future amendments to equality and employment legislation.

6. Managing Director Responsibilities

The Managing Director, supported by the lead operative nominated for each project, is responsible for:

- Leading by example and promoting equality, diversity and inclusion.
- Ensuring this policy is implemented consistently across all Company work.
- Making fair and objective decisions relating to recruitment, engagement, training and performance.
- Taking prompt action to address and investigate complaints of discrimination, harassment or bullying.

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- Ensuring reasonable adjustments are considered and implemented where required.
- Attending equality-related training as required.
- Challenging inappropriate behaviour and escalating concerns when necessary.

7. Worker Responsibilities

Everyone working for the Company is expected to:

- Treat colleagues, clients and third parties with dignity and respect.
- Comply with this policy and related Company procedures.
- Not engage in discriminatory, harassing or bullying behaviour.
- Report any concerns or suspected breaches of this policy promptly.
- Co-operate with investigations into complaints or incidents.

8. Breaches of the Policy

Any breach of this policy may result in disciplinary action, up to and including dismissal or termination of engagement, in accordance with the Company's disciplinary procedures. Serious breaches may be treated as gross misconduct.

9. Reporting Concerns and Complaints

The Company encourages everyone working for the Company to raise any concerns relating to discrimination, harassment, bullying or breaches of this policy at the earliest opportunity. All concerns will be taken seriously and handled sensitively, fairly and confidentially, where possible.

How to Raise a Concern

Workers may raise a concern through any of the following routes:

1. The Managing Director (Diversity and Inclusion Advisor)

Where appropriate, workers are encouraged to raise concerns with the Managing Director in the first instance. The Managing Director acts as the Company's Diversity and Inclusion Advisor and is available to provide confidential advice, guidance and support in relation to any equality, diversity or inclusion issues.

Workers may contact the Diversity and Inclusion Advisor via **office@sshconservation.co.uk**.

The Advisor can:

- listen to concerns in confidence;
- provide advice on options available;
- support workers in raising issues formally or informally;
- help ensure concerns are handled appropriately and in line with this policy.

2. Concerns About the Managing Director

Where a concern relates to the Managing Director, workers may raise it in confidence with BSG (Building Safety Group) as the Company's external adviser, or contact the Acas helpline (0300 123 1100).

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3. Formal Procedures

Where a concern cannot be resolved informally, or where the issue is serious, workers may raise the matter under the Company's Grievance Procedure. Allegations of serious misconduct may be investigated under the Disciplinary Procedure.

Non-detriment

Workers who raise concerns in good faith, or who support others in doing so, will not be subjected to victimisation or less favourable treatment to their detriment. The Advisor is impartial in these instances and will remain impartial throughout the process.

Approval

This document is approved by the Managing Director and is reviewed at least annually, or sooner following a significant change in legislation, the business or its activities.

Signed	Signed copy held on file
Name	Jake Motley
Position	Managing Director, SSH Conservation Ltd
Date	22 October 2026

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