



Equality and Diversity Policy

Introduction

Total Glass Limited is committed to creating and sustaining a positive and supportive working environment for all of our staff and ensures that they are all equally valued and respected. We are committed to providing a fair, equitable and mutually supportive working environment for our staff.

Diversity - We view the diversity of our staff as a great asset.

Equity - We believe in the equitable treatment of all.

Commitment to equality and diversity

Total Glass Limited believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of all employees and enables them to achieve their full potential and to contribute fully in its policies.

To this end, Total Glass Limited acknowledges the following basic rights for all employees of the company:

- ✓ to be treated with respect and dignity
- ✓ to be treated fairly with regard to all procedures, assessments and choices
- ✓ to receive encouragement to reach their full potential
- ✓ These rights carry with them responsibilities and the company requires all employees to recognise these rights and to act in accordance with them in all dealings with fellow employees
- ✓ In addition, Total Glass Limited will comply with all relevant legislation and good practice. No individual will be unjustifiably discriminated against. This includes, but not exclusively, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Responsibility

The Managing Director in conjunction with the Senior Management Team has overall responsibility for ensuring that Total Glass Limited complies with the requirements of the Equality Act 2010, including the general duty to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Total Glass Limited recognises that all of its employees and suppliers have a duty to support and uphold the principles contained in its Equality and Diversity Policy and supporting policies.

Dealing with discrimination

Total Glass Limited is committed to creating and sustaining a positive and mutually supportive working environment for our employees, where individuals are equally valued and respected. Bullying, harassment or victimisation of any individual will not be tolerated and any allegations will be taken seriously and dealt with appropriately.

A handwritten signature in black ink, appearing to read 'J Jones', with a stylized, cursive flourish extending to the right.

J Jones
Managing Director

23rd January 2018