	West Coast Thermal Ltd

Fairness Inclusion & Respect Policy

Policy Statement

At West Coast Thermal Limited, we are committed to fostering a workplace where fairness, inclusion and respect are at the heart of everything we do. We believe that everyone has the right to be treated with dignity and respect, and to work in an environment that is free from discrimination, harassment, bullying and victimisation.
We are committed to promoting equality of opportunity and complying with our obligations under the Equality Act 2010 and all other relevant UK employment legislation.
Our aim is to create an inclusive culture where people from all backgrounds are welcomed, valued and able to contribute fully.

Scope

This policy applies to:

- All employees, regardless of employment status or seniority.
- Directors and managers.
- Agency workers, contractors, consultants, apprentices and volunteers.
- Job applicants.
- Suppliers, clients, customers and visitors where appropriate.

The policy applies during recruitment, employment, training, promotion, performance management, dismissal, business travel, work-related events, and all workplace communications, including emails, messaging platforms and social media where these relate to work.

Our Commitment

West Coast Thermal Limited is committed to:

- Providing equal opportunities in recruitment, training, development and promotion.
- Making employment decisions based on merit, skills, qualifications and business needs.
- Creating an environment where everyone feels respected, included and supported.
- Identifying and removing unnecessary barriers to participation.
- Making reasonable adjustments for disabled employees, workers and job applicants where required.
- Preventing discrimination, harassment, bullying and victimisation.
- Encouraging employees to raise concerns without fear of retaliation.

Protected Characteristics

The Equality Act 2010 protects individuals from discrimination because of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

We will not tolerate discrimination based on any protected characteristic.

Types of Unlawful Conduct

The business prohibits all forms of unlawful discrimination, including:

- Direct Discrimination
- Treating someone less favourably because of a protected characteristic.
- Indirect Discrimination
- Applying a policy, practice or rule that appears neutral but disadvantages people who share a protected characteristic without objective justification.
- Harassment
- Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- Sexual Harassment
- Any unwanted conduct of a sexual nature that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- Victimisation
- Treating someone unfairly because they have raised, supported or given evidence in relation to a complaint under equality legislation.

Bullying

Bullying is unacceptable within our business.

Examples include:

- Offensive or insulting behaviour.
- Persistent criticism or intimidation.
- Excluding individuals from workplace activities.
- Misuse of authority.
- Humiliating or undermining colleagues.
- Cyberbullying through electronic communications.

All allegations of bullying will be taken seriously.

Recruitment and Employment

We will ensure that recruitment and employment practices are fair by:

- Advertising vacancies openly where appropriate.
- Using objective selection criteria.
- Assessing candidates solely on their ability to perform the role.
- Providing equal access to learning and development.
- Making promotion decisions based on merit.
- Considering reasonable adjustments throughout recruitment and employment.

Reasonable Adjustments

Where an employee or applicant has a disability, we will consider and implement reasonable adjustments to remove or reduce disadvantages experienced in the workplace, provided such adjustments are reasonable in the circumstances.

Employees are encouraged to discuss any adjustments they may require with their manager.

Responsibilities

Directors and Managers are expected to:

- Lead by example.
- Promote a respectful and inclusive culture.
- Deal promptly with complaints.
- Ensure employment decisions are fair and objective.
- Support employees who raise concerns.
- Complete any equality and inclusion training required by the business.

All employees are expected to:

- Treat colleagues, customers and visitors with dignity and respect.
- Behave professionally at all times.
- Avoid discriminatory, offensive or inappropriate behaviour.
- Report any concerns about discrimination, harassment or bullying.
- Cooperate with investigations.

Reporting Concerns

Employees who experience or witness behaviour contrary to this policy should report it to their line manager, another manager or a Company Director.

Complaints will be:

- Treated seriously.
- Investigated promptly and impartially.
- Handled as confidentially as reasonably possible.
- Resolved fairly and consistently.

Anyone raising a genuine concern in good faith will be protected from victimisation.

Disciplinary Action

Any employee found to have breached this policy may be subject to disciplinary action, which may result in dismissal for gross misconduct.

Breaches by contractors, agency workers or suppliers may result in termination of contracts or working arrangements.

Training

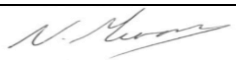
The business is committed to providing appropriate training to managers and employees to promote awareness of equality, diversity, inclusion and respectful workplace behaviour.

Monitoring

The business may monitor recruitment, promotion, training and employment practices to identify barriers to equality and to support continuous improvement, while complying with UK data protection legislation.

Review

This policy will be reviewed at least annually, or sooner if legislation or business needs change.

Approved by	Position	Date	Signature
Barry Graham	Director	01/07/2026	
Neil Murray	Director	01/07/2026	
John Boughey	Director	01/07/2026	