



Discrimination in Employment Policy

Rowlinson Garden Products Ltd agrees that all employees whatever their age/ colour/ race/ability/gender will be treated fairly as per the Equality act 2020.

Everyone who is in the employ of Rowlinson Garden Products Ltd is entitled to come to work and not feel discriminated against in any way and everyone should be respectful of each other's views whether you agree with them or not, anyone can enter into healthy debate but not at the expense of the other persons views, feelings, or beliefs.

Should anyone feel they have been discriminated against they should firstly report it to their immediate supervisor or if they are the one that has caused the discrimination, they can go to anyone in a management role.

If someone reports a discrimination issue they should be taken away to a quiet place and listened to, it is also an advantage if they could write down the chain of events that has led to the alleged offence.

Once a grievance has been noted the following procedure should be followed:

Speak to both parties to hear both sides and keep comprehensive notes.

If the supervisor is able to easily solve the issue, he needs to speak with both parties to ensure they are both compliant with the decision.

If the issue is not a simple one it needs to be referred to a Director who will repeat the process and interview both parties, it may be necessary to suspend one or both parties on full pay whilst the matter is investigated.

The Director will investigate the matter fully by speaking to anyone who may have witnessed the incident and reach a decision ensuring that all workplace discrimination and equality laws are upheld.

If the decision relates to a serious problem that may lead to warnings or termination the employment act must also be followed alongside this discrimination in employment policy. (Version 001).

Whatever the outcome the incident must be noted on each party's employment record and will stay on there for a minimum of 6 months, this is in case further incidents occurs involving one or both parties in the future.

Signed: *C. D. Firth*

Name: Mr. C. D. Firth Managing Director

Date: 8th March 2022