



Equality Statement

March 2023

For

Richardson BE Distributors Ltd

The Business Centre
Morley Carr Road
Low Moor
Bradford
BD12 0RA

Date 14/03/23

AMENDMENTS RECORD

General

Amendments to this document must be approved before release. The person making the amendment is to complete the table below, so that a record can be kept of the status of the document.

Comments

Comments by staff as to the content & any suggested improvements should be addressed to Management in the first instance.

Amendment number	Amended by	Date amended	Approved By
002		14/3/23	

This document defines & establishes our Equality Statement within Richardson BE Distribution Limited. It provides details of the organisation and the arrangements for equality issues currently in operation.

Review of this policy will be made when:

- There are changes to the equality guidelines structure
- There are changes to the business name
- Changes are made to any of the safety arrangements
- The activities of the business change significantly

The company Director for Richardson BE Distribution Limited is

Steven Richardson

The contact details are:

Richardson BE Distributors Ltd

The Business Centre
Morley Carr Road
Low Moor
Bradford
BD12 0RA

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Mobile:
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Statement of Intent

It is the statement of intent of Richardson BE Distribution Limited to comply with Equality legislation applicable to our undertakings and to regard these as the minimum requirement.

Richardson BE Distribution Limited is committed to the safety and well-being of all persons who may undertake work at Richardson BE Distributors Ltd (please refer to the Health and Safety Policy).

Richardson BE Distribution Limited Health and Safety representative is Steven Richardson.

Richardson BE Distribution Limited undertakes to revise this statement as often as future developments in equality legislation deems appropriate.

Signed:



Steven Richardson
Director

Date: 14 March 2023

Equality & Diversity Policy

Principles

Richardson Business Equipment Distributors Limited is fully committed to the active promotion of equal opportunity in the provision of all its goods and services and other.

The following principles will be a condition of all aspects of our work:

- 1 No person or group of persons applying for employment will be treated less favourably than any other person or group of persons because of their race, colour, nationality sex or sexual orientation or on grounds of gender reassignment, religion, disability, being pregnant or having a child or marital status. Proper consideration will be given to the employer's obligations towards part-time workers and workers on fixed-term or temporary contracts.**
- 2 Employees will not advise, assist, encourage or commit any act which amounts to a breach of discrimination law.**
- 3 Richardson BE Distributors Ltd will endeavour to provide fair employment opportunities. The aim of the policy will be to overcome the practical difficulties that disabled people and minority groups encounter in seeking employment.**
- 4 In order to monitor progress in implementing the policy, Richardson BE Distributors Ltd will collect records of all those seeking employment or contracting on a self-employed basis with the company.**

Employment Policy

To this end Richardson BE Distributors Ltd will:

- 1 Recognise its legal obligations under the Race Relations Act 1976, Sex Discrimination Act 1975, Equal Pay Act 1970 and Disability Discrimination Act 1995, Sex Discrimination (gender reassignment) Regulation 1999 and the Part Time Workers (Protection of Less Favourable Treatment) Regulations 2000.**
- 2 Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.**
- 3 Seek to give all employees equal opportunity and encouragement to progress within Richardson BE Distributors Ltd.**
- 4 Distribute and publicise this policy though out Richardson BE Distributors Ltd and elsewhere as is from time to time appropriate.**
- 5 Provide facilities for any employee who believes that inequitable treatment has been applied to him or her within the scope of this policy, to raise the matter though the appropriate grievance procedure.**
- 6 Provide all employees with training which may improve their prospects within the company and which will enhance their understanding of the need for an equal opportunities programme.**

Responsibilities:

- 1 The overall responsibility for monitoring the effectiveness of this policy and for implementing an on-going programme of action to make the policy fully operative, is vested in the directors of the company in their areas of operation.**
- 2 It is the responsibility of all employees to accept their own personal involvement in the practical application of this policy.**

Grievance Procedure:

- 1 Any grievance arising during the course of your employment concerning your rights under this policy should be first addressed with your manager.**
- 2 If you fail to get a satisfactory solution within 3 working days, you may contact the director of the company in writing, who, after consultation, will give you a decision within 5 working days. This decision is final.**
- 3 This procedure applies to both individual and collective grievances.**

Recruitment and Selection (including promotions and transfers) Policy

- 1 Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.**
- 2 Selection criteria (job description and person specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.**
- 3 Wherever possible, more than one person will be involved in the selection interview and recruitment process, and all will have received equal opportunities training.**
- 4 Reasons for selection and rejections of applicants for vacancies will be recorded.**
- 5 Recruitment to all jobs will be strictly on merit.**
- 6 In order to ensure the effective operation of the policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origin and disability.**

Signed:

Date: 14th March 2023



Print: Steven Richardson (MD)