



Equal Opportunities Policy Statement

**It Starts With Me
and ends with
Immaculately Clean Spaces**

At Cleanbrite we are committed to reflecting and representing the diversity of the UK and to equal opportunities in employment. The policies and practices of the company aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. At the heart of our policy, we seek to treat people fairly and with dignity and respect.

We will take every possible step to ensure that no person working at Cleanbrite, seeking employment with us, or any of our Colleagues will receive less favourable treatment (direct discrimination) or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable (indirect discrimination) on the grounds of their:

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

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Affording Colleagues full dignity at work promotes good employee relations and satisfaction, and results in a motivated, productive, and creative workforce.

Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to create an organisation of opportunity for all.

We will take positive steps to ensure that the policy is known to all employees and potential employees. We will also ensure that equal opportunity is embedded in all our policies, procedures, day to day practices and external relationships.

Equal opportunities in employment

As an applicant, you can be assured that Cleanbrite will take positive steps to ensure:

- Job descriptions and associated conditions relate to the job role, define the qualifications, experience and other skills required in the post, and only include those factors which are necessary and justifiable in terms of objective criteria for the satisfactory performance of the job.
- All applicants are treated equally and fairly throughout the recruitment and selection process.
- All decisions are made in line with Cleanbrite's equal opportunities and recruitment and selection decisions, are made on merit - in line with the job and skills requirements set for the vacancy.

And when you become employed, we aim to ensure:

- A fair, transparent, and equal chance in learning and development and terms and conditions of service.
- A working environment that is free from discrimination, bullying, harassment and victimisation and where all complaints are promptly investigated and dealt with.
- A working environment where a person's identity and culture is valued and respected.



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Positive about disability

We value and encourage diversity in our workforce and are committed to promoting equality and eliminating discrimination.

As an employer, we are aware of our obligations under the Equality Act 2010 and are committed to offering support and making reasonable adjustments to allow full participation in the process. It is important that you let the Recruiting Manager know of any requirements you have.

Cleanbrite will consider any reasonable adjustments. Examples include changing the timing of interview, giving extra time for tests, providing equipment or assistance throughout the process e.g. a reader or scribe.

Employment monitoring

We would like to encourage all applicants to complete the equality monitoring questions at the start of a job application so that we can assess our performance.

If you are concerned about how your data will be stored, accessed, or shared, be reassured that it will be kept confidential at all times and in accordance with the Data Protection Act 2018. It will not be accessible to anyone outside of the designated authorised personnel and will be used to monitor the effectiveness of our employment policies so that we can improve where required. This information will be used for statistical purposes only and you will not be identified in any way.

This statement has been approved and authorised by:

Name: Senior Management Team
Position: Company Directors
Review Date: 1st August 2021