

Introduction

FlipFix Limited is committed to promoting equality, diversity and inclusion across all aspects of its business. We aim to create and maintain a working environment in which all individuals are treated with dignity, fairness and respect, and in which difference is recognised as a strength.

We do not tolerate unlawful discrimination, harassment, bullying, victimisation or any other conduct that undermines equality of opportunity or inclusion. We are committed to ensuring that employment-related decisions, including recruitment, development, reward and promotion, are based on merit, capability and business need.

This policy reflects our commitment to fostering a culture in which employees, workers, contractors and applicants are valued and supported, and in which inclusive and respectful behaviour is expected at all times.

Application of this Policy

This policy applies to all directors, officers and employees, including temporary workers, contractors, consultants, job applicants, and any other individual engaged to perform services for or on behalf of FlipFix Limited.

The principles set out in this policy apply throughout the employment lifecycle, including recruitment, selection, induction, training, development, promotion, performance management, reward and day-to-day working relationships.

Third parties working with or on behalf of FlipFix Limited are expected to uphold standards consistent with this policy.

Definitions

For the purposes of this policy, the following definitions are recognised:

Equality: ensuring fair treatment and equal opportunity for all individuals.

Diversity: means recognising, respecting and valuing differences between individuals.

Inclusion: means creating an environment in which individuals feel welcomed, respected, supported and able to contribute fully.

We will not tolerate unlawful discrimination on the basis of any protected characteristic, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Discrimination may be direct or indirect and may also take the form of harassment or victimisation.

Legal and Regulatory Framework

This policy is intended to support compliance with all applicable equality and anti-discrimination legislation and reflects our commitment to meeting legal and regulatory responsibilities.

We will take account of relevant statutory requirements, guidance and applicable codes of practice when implementing and reviewing this policy.

Responsibilities for Management and Employees

Management is responsible for promoting a culture of equality, diversity and inclusion and for taking reasonable steps to ensure that this policy is applied consistently and fairly across the business.

Managers and those involved in recruitment, selection, progression and people management must ensure that their decisions are based on objective and non-discriminatory criteria. Recruitment and career development must be conducted fairly and on merit.

We will seek, where reasonably practicable, to provide appropriate support to individuals with particular needs and to remove barriers that may prevent full and effective participation in the workplace.

All employees and workers are responsible for:

- treating others with dignity, fairness and respect;
- supporting an inclusive working environment;
- avoiding any behaviour that could amount to discrimination, harassment, bullying or victimisation; and
- raising concerns where they become aware of conduct inconsistent with this policy.

Breaches of this policy will be treated seriously and may result in disciplinary action where appropriate.

Training and Awareness

We will seek to promote awareness of equality, diversity and inclusion and, where appropriate, provide training to those with management, recruitment or supervisory responsibilities.

The purpose of such training is to help ensure that decisions affecting employees and applicants are made fairly, consistently and in accordance with this policy.

Reporting Concerns

Any employee, worker or other individual covered by this policy who believes they have been subjected to, witnessed or become aware of behaviour that may breach this policy should report the matter as soon as possible to a Director or Manager, or through the appropriate internal reporting procedure.

All concerns raised under this policy will be taken seriously and handled appropriately, fairly and, so far as reasonably possible, confidentially.

Investigation and Enforcement

We will investigate allegations of discrimination, harassment, bullying, victimisation or other conduct that may breach this policy in a proportionate and appropriate manner.

Where a breach is found to have occurred, FlipFix Limited may take action in accordance with its internal procedures, which may include disciplinary action where appropriate.

Any retaliatory treatment against a person who raises a concern in good faith will not be tolerated.

Monitoring and Review

We will monitor the effectiveness of this policy and the procedures supporting it. Regular reviews will be carried out to ensure the policy remains appropriate, reflects legal and regulatory requirements, and continues to support our commitment to equality, diversity and inclusion.

Senior Management will review this policy at least annually, or sooner if significant changes occur in our operations, workforce, or relevant laws.

Employees are encouraged to provide feedback on the policy or raise suggestions for improvement at any time.

Approval and Ownership

This policy is owned by Senior Management, who are responsible for overseeing its implementation and ensuring that appropriate measures, procedures and standards are maintained.

The policy has been approved by the Board of Directors.

For any questions regarding this policy, please contact a Director.