

## CCS Equal Opportunities Policy

### Race & Equality Statement

Correct Contract Services Ltd is wholly committed to the practice of equal opportunities and good race relations in employment and this is deeply embedded in every aspect of working life in Correct Contract Services Ltd.

### Our Commitments

Our commitment to equal opportunities and racial equality is promoted in all of our management procedures, including recruitment and selection, training & development, promotion, discipline, and dismissal, pay, benefits and all conditions of service.

Victimisation, discrimination and harassment in any form are unacceptable and are treated as misconduct by the company in accordance with our disciplinary procedures. Where any employee complains of victimisation or harassment, this will be dealt with under the company's grievance and harassment procedures.

### Monitoring

We actively monitor the application of our equal opportunities policy and undertake regular reviews of our existing procedures and amend and update where necessary to ensure equality of opportunity and good race relations is delivered in all areas of employee relations and management.

We have a formal system to help us actively monitor the profile of our workforce and guard against race discrimination. We are able to run detailed reports on the number of job applications and the diversity and profile of all our employees.

Where monitoring indicates under-representation of any group, we will review our procedures and policies and amend these regularly, where appropriate. In addition, we will take advice from the CRE, racial equality councils or the Equality in Employment Advisory Service; and we are committed to taking appropriate actions, as a result of that advice

### Consultation

Correct Contract Services Ltd ensures this remains a regular agenda item for discussion within team meetings also. We promote an 'open door policy' in order that our employees can discuss workplace issues or concerns on any matter, directly with management.

This documentation and policy is owned and updated by the Directors, who oversees the effective implementation of the policy and this addendum document.

Danny Gladwyn



Managing director

February 2023