

Equal Opportunities Policy



Policy Statement

Prodeo Ltd ("the Company") is committed to promoting equality, diversity, and inclusion in all aspects of our business. We believe that a diverse workforce, where all individuals are treated with respect and dignity, enhances our creativity, innovation, and overall success. We are dedicated to ensuring that no one is treated less favourably on the grounds of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sexual orientation, or any other characteristic protected by law.

Purpose

This policy outlines our commitment to providing equal opportunities in employment and to eliminating unlawful discrimination. It applies to all employees, job applicants, contractors, suppliers, and visitors to Prodeo Ltd.

Scope

This policy covers all aspects of employment with Prodeo Ltd, including:

- **Recruitment and Selection:** Ensuring fair and unbiased hiring practices.
- **Training and Development:** Providing equal access to learning and career development opportunities.
- **Promotion:** Making promotion decisions based on merit, skills, and performance.
- **Terms and Conditions:** Ensuring fair and equal treatment in all terms and conditions of employment.
- **Grievances and Disciplinary Procedures:** Handling complaints and disciplinary issues fairly and consistently.

Our Commitments

1. Legal Compliance:

- Prodeo Ltd will comply with all relevant UK equality and anti-discrimination laws and regulations.
- We will keep up to date with changes in legislation and ensure our policies and practices reflect these changes.

2. Recruitment and Selection:

- We will ensure that our recruitment and selection processes are fair, transparent, and based solely on merit.
- Job advertisements will be free from bias, and selection criteria will be relevant to the job role and not discriminatory.

- We will encourage applications from all sections of society and provide reasonable adjustments during the recruitment process for applicants with disabilities.
- 3. Training and Development:**
- All employees will have equal access to training and development opportunities that enable them to develop their skills and progress in their careers.
 - We will ensure that our training programmes are designed to be inclusive and accessible to all.
- 4. Dignity at Work:**
- Prodeo Ltd is committed to creating a working environment free from harassment, bullying, and discrimination.
 - We will not tolerate any form of harassment, and all complaints will be taken seriously and investigated promptly.
- 5. Pay and Benefits:**
- We will ensure that pay, benefits, and other employment conditions are determined objectively and fairly, without discrimination.
 - Regular reviews will be conducted to ensure pay equity across all groups.
- 6. Promotion and Career Progression:**
- Promotion decisions will be made based on objective criteria, such as performance, skills, and experience.
 - We will ensure that all employees have equal opportunities to progress within the Company.
- 7. Grievance and Disciplinary Procedures:**
- Employees who believe they have been treated unfairly or discriminated against are encouraged to raise their concerns through our grievance procedure.
 - All grievances and disciplinary matters will be handled fairly, consistently, and confidentially.
- 8. Monitoring and Review:**
- Prodeo Ltd will monitor the effectiveness of this policy and review it annually to ensure it remains relevant and effective.
 - We will seek feedback from employees and other stakeholders to continuously improve our approach to equality and diversity.
- 9. Responsibility and Accountability:**
- All employees are responsible for supporting this policy and promoting a culture of equality and respect.
 - Managers at all levels are accountable for ensuring that the principles of this policy are upheld in their areas of responsibility.

Policy Implementation

This policy will be communicated to all employees, contractors, and visitors. It will be displayed in a prominent location at all Prodeo Ltd premises and made available on the Company's intranet and website.

Review

This Equal Opportunities Policy is effective from 1 January 2024 and will be reviewed annually or as required by changes in legislation or company operations.

Approved by:

**Mike Brennan
Director
Prodeo Ltd
2024**

T: 01302 239060
F: 01302 590053
E: info@smidreport.com
W: www.smidreport.com

This policy underscores Prodeo Ltd's commitment to creating an inclusive workplace where diversity is valued and everyone has the opportunity to thrive.