



TOTAL LAMINATE SYSTEMS LTD

Equality, Diversity and Inclusion (Equal Opportunities) Policy

Total Laminate Systems Ltd is committed to the principle of equality, diversity and inclusion in employment.

Accordingly and pursuant to the Equality Act 2010, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic, including race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage or civil partnership, age, or on the basis of being a part-time or fixed-term worker.

This commitment includes preventing unlawful discrimination, harassment and victimisation. Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Victimisation occurs when an individual is treated less favourably because they have made, or supported, a complaint under this policy.

The organisation's objective is to ensure that individuals are selected, promoted and treated solely on the basis of their relevant aptitudes, skills and abilities.

Where an employee or job applicant has a disability, Total Laminate Systems Ltd will make reasonable adjustments to the workplace, working arrangements or recruitment processes to remove barriers and ensure they are not placed at a substantial disadvantage.

Management has the primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of employment against employees or job applicants
- not inducing or attempting to induce others to practice unlawful discrimination
- ensuring that all employment decisions are monitored to promote equality and prevent bias
- bringing to the attention of employees that they will be subject to action under the Disciplinary Procedure for discrimination, harassment or victimisation of any kind

Employees can contribute by:

- not discriminating against fellow employees, clients, customers, suppliers or members of the public with whom they come into contact during the course of their duties
- not inducing or attempting to induce others to practice unlawful discrimination
- reporting any discriminatory or harassing behavior to Jakki Andrews, Managing Director, or

TOTAL LAMINATE SYSTEMS LTD.

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where appropriate, to another member of management if the complaint concerns a senior manager.

If you consider that you are a victim of unlawful discrimination, harassment or victimisation, you may raise the issue through the Grievance Procedure.

This policy will be reviewed periodically to ensure it remains effective, compliant with legislation, and reflective of best practice. Monitoring may be undertaken to identify and address any potential inequality within employment practices.

The successful achievement of these objectives necessitates a contribution from everyone, and all employees have an obligation to report any act of discrimination, harassment or victimisation known to them.

Jakki Andrews
Managing Director

Signed:  Date 25th April 2026