

EQUAL OPPORTUNITIES POLICY



IPM Facilities Ltd
15 Highview Business Centre
Bordon, Hampshire, GU35 0AX

0800 078 6279
hello@ipmf.co.uk

No 04135159 VAT GB755195017

IPM Facilities Ltd is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their sex, age, race, disability, sexual orientation, marriage and civil partnership, gender reassignment, pregnancy, and maternity, religion, or belief.

This is a key employment value to which all employees are expected to give their support.

To create conditions in which this goal can be realised, IPM Facilities Ltd is committed to identifying and eliminating unlawful discriminatory practices, procedures, and attitudes throughout IPM Facilities Ltd.

We are committed to:

- a. Embracing Diversity: Emphasising the importance of diversity at all levels of our organisation.
- b. Providing Equal Opportunities: Ensuring that all employees are treated fairly and have access to the same opportunities for personal and professional growth.
- c. Preventing Discrimination: Prohibiting any form of discrimination, harassment, or bias based on an individual's race, colour, gender, gender identity, sexual orientation, religion, national origin, age, disability, or any other protected characteristic.
- d. Promoting Inclusion: Creating a supportive and inclusive workplace culture that respects and values diverse contributions.

IPM Facilities Ltd expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, IPM Facilities Ltd aims to ensure that no employee or candidate for employment is subject to discrimination, either directly or indirectly, on the grounds of the protected characteristics given above. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interviews, and selection procedures.
- training
- promotion and career development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures and
- selection for redundancy

Reporting and Complaints

IPM Facilities Ltd recognises that discrimination is unacceptable conduct which may lead to disciplinary action under IPM Facilities Ltd.'s Disciplinary Procedure. Employees who believe they have experienced discrimination, harassment, or victimization are encouraged to report their concerns promptly to their supervisor, manager, or Human Resources. IPM Facilities will ensure that all complaints are handled with confidentiality and sensitivity. Any complaints of discrimination of any kind will be dealt with thoroughly and could lead to the dismissal of the offending employee.

Responsibilities



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All employees, including management and supervisors, share responsibility for implementing and promoting this Equal Opportunities Policy. Management is responsible for setting a positive example and promoting a diverse and inclusive workplace culture.

Monitoring and Review

Equal Opportunities practice is developing constantly as social attitudes and legislation change. IPM Facilities Ltd will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all IPM Facilities Ltd.'s employment policies and procedures, not just those specifically connected with Equal Opportunities.

Signed:

A handwritten signature in black ink, appearing to read 'Mark Noakes', written in a cursive style.

Mark Noakes – Managing Director