7th September 2026

REFERENCE: P - 008

Wallace Groundwork’s Ltd

Policy

EQUALITY, DIVERSITY & FAIRNESS POLICY

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

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1. General Statement of Intent

We firmly believe in and uphold the principles of equality and diversity in all aspects of our business. Our policy is rooted in the fundamental values of fairness, inclusivity, and respect for the rights and dignity of every individual. We are committed to fostering a working environment where everyone, irrespective of their race, ethnicity, gender, age, disability, sexual orientation, religion, or any other protected characteristic, feels valued, and able to reach their full potential.

We recognise that diversity brings a multitude of perspectives, experiences, and ideas, which are essential for innovation, growth, and sustainable success. We are committed to building an inclusive culture that promotes equal opportunities for all, ensuring that no individual faces discrimination, harassment, or unfair treatment based on any aspect of their identity.

To achieve these goals, we will:-

1. Actively challenge and address any forms of discrimination, bias, or inequality that may arise within our organisation.
2. Provide training and development opportunities to enhance awareness and understanding of equality and diversity issues, fostering a culture of empathy, respect, and acceptance.
3. Regularly review our policies, procedures, and practices to ensure they are fair, non-discriminatory, and aligned with the principles of equality and diversity.
4. Actively promote diversity in our recruitment, retention, and promotion processes, striving for a diverse workforce that reflects the communities we serve.
5. Create an inclusive work environment where individuals can express themselves freely, without fear of prejudice or judgment, and where their voices are heard and valued.

Our commitment to equality and diversity extends beyond our internal operations. We will seek to work with suppliers, partners, and clients who share our values and demonstrate a commitment to equality.

Through these efforts, we aim to create a culture where every individual feels respected, and valued to contribute to the success of our organisation. We encourage all employees to embrace the principles of equality and diversity and to actively participate in creating an inclusive and harmonious workplace for everyone.

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Author Job Role/Position	General Manager
Author Signature	
Signature Date	7th September 2026

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2. Responsibilities

The functions of the company are designated to the following persons accordingly.

Responsibility	Contact Name	Contact Details
Equality & Diversity Policy Implementation	Nicola Parker	07496299614 n.parker@wallacegroundworks.com

3. Arrangements

3.1. Recruitment

We are committed to promoting equality and diversity throughout our recruitment process. We strive to create a workforce that is reflective of the diverse communities we serve, and we value the unique perspectives and experiences that individuals from all backgrounds bring to our organisation. Our recruitment practices are designed to ensure fairness, inclusivity, and equal opportunities for all candidates.

We will not discriminate against any individual on the basis of their protected characteristics, such as race, ethnicity, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All recruitment decisions will be based solely on merit, qualifications, and suitability for the role.

Our job advertisements will be written in a manner that avoids any form of direct or indirect discrimination. They will focus on essential job requirements and qualifications, avoiding any language or requirements that could disproportionately disadvantage any particular group.

Our selection criteria will be objective, fair, and directly related to the requirements of the role. We will review and regularly assess our selection methods to ensure they do not inadvertently discriminate against any particular group.

We recognise that some candidates may require reasonable adjustments to participate fully in the recruitment process. We will make every effort to accommodate such requests and ensure a level playing field for all candidates. Applicants will be encouraged to notify us of any adjustments they may need, and we will handle such requests with sensitivity and confidentiality.

Those involved in the recruitment process, including hiring managers and interviewers, will receive training on unconscious bias awareness, diversity, and inclusion. This training will help ensure that recruitment decisions are made objectively, without the influence of implicit biases.

3.2. Training

We are committed to providing comprehensive equality and diversity training to all employees. Our training initiatives aim to enhance understanding, challenge biases, and promote a culture of equality and diversity throughout the organisation.

Our training programs are designed to achieve the following objectives:

1. Raise Awareness: Increase employees' understanding of equality, diversity, and inclusion concepts, including the impact of unconscious bias and stereotyping.

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2. Promote Respectful Behaviours: Equip employees with the knowledge and skills to interact respectfully and inclusively with colleagues, clients, and other stakeholders.
3. Compliance with Legislation: Ensure employees are aware of their legal responsibilities regarding equality and diversity, and familiarise them with relevant legislation, such as the Equality Act 2010.
4. Creating Inclusive Workspaces: Provide employees with tools and strategies to create inclusive workspaces, where everyone feels valued, respected, and able to contribute their unique perspectives.

We recognise the importance of continuous learning and development. Therefore, we will provide regular refresher courses and opportunities for employees to deepen their understanding of equality and diversity topics and stay up to date with evolving best practices.

We will monitor the effectiveness of our training programs through feedback surveys and assessments to ensure their ongoing relevance and impact. We will also review our training materials regularly to incorporate new developments and address emerging challenges.

3.3. Internal Opportunities and Human Resources

We are dedicated to promoting equality and diversity at all levels of our organisation, including within our internal promotion and HR processes. We strive to create a fair and inclusive environment where all employees have equal opportunities for career advancement and development. Our commitment to equality extends to all aspects of our HR practices, ensuring that decisions related to internal promotions are based solely on merit, qualifications, and experience.

We firmly believe in promoting individuals based on their skills, abilities, and performance. When considering internal candidates for promotional opportunities, we will assess their suitability for the role against established job criteria and competencies, without any form of discrimination or bias. We will make decisions based on objective factors, such as qualifications, experience, achievements, and potential for growth.

We are committed to eliminating any form of bias or discrimination from our internal promotion processes. We will provide training to HR personnel and decision-makers involved in the promotion process to raise awareness of unconscious biases and equip them with the tools to make fair and unbiased decisions.

We will ensure that information regarding internal promotional opportunities is accessible to all eligible employees. We will provide clear and transparent guidelines on the application process, selection criteria, and expectations for promotion. Additionally, we will communicate the reasons behind promotion decisions in a constructive and transparent manner to foster trust and understanding.

We recognise that each employee may have unique needs and circumstances that should be taken into account during the internal promotion process. We will make reasonable adjustments to accommodate individuals with disabilities or specific requirements to ensure their full participation in the process. We encourage employees to communicate any specific needs to HR so that appropriate support can be provided.

3.4. Incident Reporting & Whistleblowing

We encourage all employees to report any concerns or instances of discrimination, harassment, or other violations of our equality and diversity policy. We recognise the importance of whistleblowing in identifying and addressing issues that undermine our commitment to equality, and we are dedicated to protecting individuals who come forward with genuine

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concerns.

We provide multiple ways for employees to report concerns related to equality and diversity, including incidents of discrimination, harassment, or any other violation of our policy. Employees may report their concerns to their immediate supervisor, a member of the HR department, or utilise the designated anonymous whistleblowing process. Any individual can contact the company on our main contact number and request to "***Report a serious matter anonymously***", from here this call will be taken by a senior member of staff who will record all information without the caller being asked for identifying details.

We have a zero-tolerance policy for retaliation against individuals who report concerns or participate in the whistleblowing process. We strictly prohibit any adverse actions, such as harassment, demotion, termination, or any other form of retaliation, against employees who raise genuine concerns in good faith. Retaliation in any form will be subject to disciplinary action, up to and including termination of employment.

We understand the sensitivity and potential risks associated with reporting concerns. We assure employees that their identities will be kept confidential to the extent permitted by law. We will protect individuals who report concerns from any form of retaliation or victimisation. Information related to the reported concerns will be shared only on a need-to-know basis to investigate and address the issue effectively.

We will promptly investigate all reported concerns related to equality and diversity. Our investigation process will be fair, impartial, and conducted with due diligence. Appropriate action will be taken to address substantiated concerns, which may include disciplinary action against individuals found responsible for violating our equality and diversity policy.

3.5. Equality Act

We are committed to complying with all applicable UK laws and regulations related to equality, diversity, and non-discrimination. Our policies and practices are designed to align with the Equality Act 2010 and any subsequent amendments or related legislation. We regularly review and update our policies to ensure compliance with evolving legal requirements

We affirm our commitment to promoting equality and preventing discrimination based on the following protected characteristics, as outlined in the Equality Act 2010:

- Age - We prohibit age discrimination, ensuring all employees are treated fairly regardless of age or perceived age.
- Disability - We ensure equal opportunities and reasonable accommodations for individuals with disabilities, promoting an inclusive and accessible workplace.
- Gender Reassignment - We respect and support individuals who are undergoing or have undergone gender reassignment, ensuring they are treated with dignity and fairness.
- Marriage and Civil Partnership - We promote equality and inclusivity for individuals in marriages and civil partnerships, ensuring they receive the same benefits and opportunities as their counterparts.
- Pregnancy and Maternity - We provide a supportive and non-discriminatory environment for employees during pregnancy, maternity leave, and their return to work.
- Race - We prohibit racial discrimination, promoting diversity and inclusion across all racial and ethnic backgrounds.

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- Religion or Belief - We respect and accommodate our employees' diverse religious beliefs and practices, promoting a culture of tolerance and understanding.
- Sex - We uphold gender equality, ensuring that no employee is disadvantaged or discriminated against based on their sex or gender.
- Sexual Orientation - We create an inclusive and accepting environment for individuals of all sexual orientations, promoting equality and respect.

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I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**

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