

# **EQUAL OPPORTUNITIES POLICY**

## Introduction

Direct Delivered Produce Limited recognises and is proud of the diversity of its staff and is committed to developing working procedures which will allow any member of staff to contribute their best, regardless of sex, gender, race, marital status, religion or age or disability.

Direct Delivered Produce Limited has an existing multi-cultural workforce consisting of a multitude of nationalities, religions and race.

Direct Delivered Produce Limited believes every employee is a vital part of the team and all members of staff are treated and respected equally and staff harmony and unity is promoted by Direct Delivered Produce Limited at all times.

## Recruitment

Direct Delivered Produce Limited has an open recruitment policy. The company has a clear objective with regard to recruitment, which is to ensure that the correct person for the position vacant is recruited, regardless of sex, gender, race, marital status, religion or age or disability.

The majority of recruitment is done via the local job centre. Clear written instructions are provided to the job centre with regard to the description of the position available and also that Direct Delivered Produce is an equal opportunities employer and will welcome any appropriate application, subject to the key responsibilities of the role being fulfilled regardless of sex, gender, race, marital status, religion or age or disability.

The job centre will in most cases filter out any inappropriate or non-suitable applications on behalf of Direct Delivered Produce Limited.

Direct Delivered Produce Limited is keen to support the local communities and virtually all positions vacant are advertised with Battersea Job Centre, which has an equal opportunities policy.

## Training

Direct Delivered Produce Limited is keen to provide training for and to develop its workforce at all times. Promotion or demotion will be applicable to all staff regardless of sex, gender, race, marital status, religion or age or disability. Promotion is based on ability and potential at all times.

Training and development is encouraged to all staff.

Security

Direct Delivered Produce Limited has a number of prestigious clients, who require security clearance for visitors, including all deliveries.

Direct Delivered Produce Limited treats this matter very seriously and all newly appointed staff and their identifications are checked before commencing employment. Direct Delivered Produce Limited will frequently request references from previous employers, which are normally followed up.

Any member of staff requiring security clearance must complete the relevant security questionnaire, which is approved by the customer before the employee is permitted to access the customer's premises.

Disciplinary Procedures

All staff are regarded as equal if disciplinary procedures become necessary. Sex, gender, race, marital status, religion or age or disability are not taken into account.

Current Workforce Composition

As the breakdown of workforce in terms of women, ethnic minority etc may change, we are happy to provide up to date figures and percentages on request.

Targets

- Direct Delivered Produce Limited plans to continue to maintain an open recruitment policy.
- Direct Delivered Produce Limited plans to continue to encourage all members of staff to progress within the organisation, regardless of sex, gender, race, marital status, religion or age or disability.
- Direct Delivered Produce Limited will respect any sex, gender, race, marital status, religion or age or disability with regard to pay increases, bonuses or any relevant perquisite

Signed..... *P J Grimshaw*  
P. GRIMSHAW  
Director

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