



RICHARD SOAN Roofing Services

Rivercrest Ltd
t/a Richard Soan Roofing Services
Suite 3, Balcombe Pit Barns
Station Road,
Glynde, Lewes,
East Sussex, BN8 6SH

Telephone: 01273 486110
Email: enquiries@richardsoan.co.uk
Website: www.richardsoan.co.uk



EQUALITY, DIVERSITY AND INCLUSION POLICY (EDI POLICY)

1. GENERAL

1.1. Rivercrest Ltd embraces diversity and seeks to promote the benefits of diversity in all of our business activities. We work continuously to develop a business culture which reflects that belief. We aim to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible and work with our clients to ensure they also meet their own diversity targets.

Rivercrest Ltd is committed to diversity and promotes a policy of diversity for all employees, workers and applicants at all times. We review, on an on-going basis, all aspects of recruitment to avoid not only unlawful, but also other undesirable discrimination. Rivercrest Ltd treats everyone equally, irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy. Rivercrest Ltd is committed to providing training for its entire staff in equal opportunities practice, in accordance with the Equality Act (2010). Consulting with all staff members is considered essential to successful integration of our policies and procedures. Staff are made aware of their own rights and accountabilities relating to this EDI Policy, ensuring it is fully implemented within the Company. All procedures relating to the EDI Policy will be covered during staff induction, and will be reiterated intermittently throughout their employment. Rivercrest Ltd will carry out adequate continuing research, ensuring that EDI practice remains relevant and in adherence with best company policy.

Rivercrest Ltd avoids stipulating any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants; and avoids prescribing any requirements as to marital or civil partnership status.

Rivercrest Ltd is a 'Diversity Pledged Recruiter', to commit Recruiters to harness the talent and potential of everyone to achieve business success.

1.2. Rivercrest Ltd does not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Rivercrest Ltd ensures that each



ISO 9001,
ISO 14001,
ISO 45001

Cert No. 24206

candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.

1.3. Rivercrest Ltd does not accept instructions from clients that indicate an intention to discriminate unlawfully.

2. DISCRIMINATION

Unlawful discrimination occurs in the following circumstances:

2.1. Direct discrimination

Direct discrimination occurs where one individual treats or would treat another individual less favourably because of sex, sexual orientation, gender reassignment, marital or civil partnership, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs ("the protected categories").

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of a protected category:

- in the terms on which the recruitment consultancy offers to provide any of its services;
- by refusing or deliberately omitting to provide any of its services;
- in the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable due to a protected category, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement or in the case of age, the discrimination can be lawfully justified.

2.2. Indirect Discrimination

Indirect discrimination occurs where an agency or employer applies a provision, criterion or practice generally, which disadvantages a minority group in the community on the basis of a protected category.

Indirect discrimination would also occur if a recruitment consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

If the vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification, Rivercrest Ltd will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

2.3. **DISABLED PERSONS**

2.3.1. **Discrimination**

Direct discrimination against a person occurs where, a person is treated less favourably because of disability, either their own disability or because someone they are associated with has a disability.

Indirect discrimination occurs when a practice, criterion or provision which cannot be objectively justified is applied to everyone but results in person with a disability being placed at a disadvantage.

Disability arising from discrimination occurs when a person is treated unfavourably because of something arising in connection with their disability.

2.3.2. **Duty to make reasonable adjustments and to provide auxiliary aids and services**

This is a similar protection to indirect discrimination in the other protected categories.

Where a provision, criterion or practice applied by or on behalf of an employer, or any physical feature of the employer's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled, it is the duty of an employer to take such steps as are reasonable, in all the circumstances of the case, to remove the provision, criterion, practice or physical feature.

Agencies must take reasonable steps to provide auxiliary aids or services if this would make it easier for the disabled person to use their services. For instance, an appropriate auxiliary aid or service can include the provision of information on audiotape or provision of a sign language interpreter.

Rivercrest Ltd does not discriminate against any disabled person on the grounds of disability:

- in the arrangements i.e. application form, interview or arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

Rivercrest Ltd accordingly makes career opportunities available to all people with disabilities, and every practical effort is made to provide for the needs of staff, candidates and clients. Rivercrest Ltd complies entirely with Equality and Human Rights Commission

(EHRC) Codes of Practice, in addition to anti-discrimination legislation, and ensures that all people are treated fairly and equally. No one demographic will be treated less, or more, favourably than any other.

Wherever possible, Rivercrest Ltd will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

3. AGE DISCRIMINATION

Rivercrest Ltd does not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We assert that our clients should not include any age criteria in job specifications and insist that clients recruit on the basis of competence and skills, not age.

Rivercrest Ltd is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.

No age requirements are stated in any job advertisements on behalf of the company.

Any data that Rivercrest Ltd may hold on the age of personnel is not used as selection, training or promotion criteria, or in any detrimental way.

4. PART-TIME WORKERS

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis, and Rivercrest Ltd recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. Rivercrest Ltd also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

5. HARASSMENT POLICY

5.1. Rivercrest Ltd is committed to providing a work environment free from unlawful and undesirable harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation. Committing any of these offences is unlawful and will not be tolerated by Rivercrest Ltd.

5.2. This policy prohibits unlawful harassment by any employee or worker of Rivercrest Ltd.

5.3. Examples of prohibited harassment are:

5.3.1. verbal or written conduct containing derogatory jokes or comments;

5.3.2. slurs or unwanted sexual advances;

5.3.3. visual conduct such as derogatory or sexually orientated posters;

5.3.4. photographs, cartoons, drawings or gestures which some may find offensive;

5.3.5. physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis;

5.3.6. Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;

5.3.7. Retaliation for having reported or threatened to report harassment.

5.4. The Managing Director holds the senior position accountable for the EDI Policy. If you believe that you have been unlawfully harassed, you should make an immediate report to our Managing Director followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

5.5. Rivercrest Ltd will always undertake a thorough investigation of any allegations made. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

5.6. Any employee(s) who Rivercrest Ltd finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination.

6. **GENDER REASSIGNMENT POLICY**

6.1. Rivercrest Ltd recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.

6.2. Rivercrest Ltd will support any employee or worker through the reassignment.

6.3. Rivercrest Ltd will protect any employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

6.4. All employees and workers are expected to comply with Rivercrest Ltd's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.

6.5. Where an employee is engaged in work where the gender change imposes genuine problems Rivercrest Ltd will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.

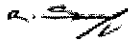
6.6. Any employee or worker suffering discrimination on the grounds of gender reassignment should make recourse to the Company's grievance procedure.

7. COMPLAINTS AND MONITORING PROCEDURES

7.1. Rivercrest Ltd has in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available from our Office Manager and will be made available immediately upon request.

7.2. Any discrimination complaint will be investigated fully.

Signed



Mr. R A Soan FIoR – Managing Director

Date 30th September 2026