

## EQUALITY AND DIVERSITY POLICY

BRANCHING OUT TREE  
SURGERY LANDSCAPING AND  
GARDENING LTD



# EQUALITY AND DIVERSITY POLICY



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Denbighshire, North  
Wales

# EQUALITY AND DIVERSITY POLICY

|                                       |    |
|---------------------------------------|----|
| <b>PURPOSE</b>                        | 5  |
| <b>SCOPE</b>                          | 7  |
| <b>POLICY STATEMENT</b>               | 8  |
| <b>LEGAL FRAMEWORK</b>                | 11 |
| <b>Equality</b>                       | 11 |
| <b>Human Rights</b>                   | 12 |
| <b>Health and Safety at Work</b>      | 12 |
| <b>PROTECTED CHARACTERISTICS</b>      | 13 |
| <b>Age</b>                            | 13 |
| <b>Disability</b>                     | 13 |
| <b>Gender Reassignment</b>            | 14 |
| <b>Marriage and Civil Partnership</b> | 14 |
| <b>Pregnancy and Maternity</b>        | 14 |
| <b>Race</b>                           | 15 |
| <b>Religion Or Belief</b>             | 15 |
| <b>Sex</b>                            | 15 |
| <b>Sexual Orientation</b>             | 15 |
| <b>Commitment to Equality</b>         | 16 |
| <b>ROLES AND RESPONSIBILITIES</b>     | 16 |
| <b>Company Director</b>               | 16 |
| <b>Managers and Supervisors</b>       | 17 |
| <b>Employees</b>                      | 18 |
| <b>Contractors and Subcontractors</b> | 18 |
| <b>Commitment</b>                     | 19 |
| <b>RECRUITMENT AND EMPLOYMENT</b>     | 20 |
| <b>Fair Recruitment and Selection</b> | 20 |
| <b>Equal Access to Employment</b>     | 21 |

# EQUALITY AND DIVERSITY POLICY

|                                                              |    |
|--------------------------------------------------------------|----|
| <b>Training and Development</b> .....                        | 21 |
| <b>Promotion and Career Progression</b> .....                | 22 |
| <b>Pay and Benefits</b> .....                                | 23 |
| <b>Commitment Statement</b> .....                            | 23 |
| <b>WORKPLACE CONDUCT</b> .....                               | 24 |
| <b>Respect and Dignity</b> .....                             | 24 |
| <b>Bullying</b> .....                                        | 24 |
| <b>Harassment</b> .....                                      | 25 |
| <b>Victimisation</b> .....                                   | 25 |
| <b>Professional Behaviour</b> .....                          | 26 |
| <b>Reporting and Management Action</b> .....                 | 26 |
| <b>REASONABLE ADJUSTMENTS</b> .....                          | 28 |
| <b>Supporting Employees with Disabilities</b> .....          | 28 |
| <b>Workplace Adjustments</b> .....                           | 29 |
| <b>Flexible Working Arrangements Where Appropriate</b> ..... | 29 |
| <b>Review and Continuous Support</b> .....                   | 30 |
| <b>TRAINING AND AWARENESS</b> .....                          | 31 |
| <b>Equality and Diversity Training</b> .....                 | 31 |
| <b>Employee Responsibilities</b> .....                       | 32 |
| <b>Management Responsibilities</b> .....                     | 32 |
| <b>Continuous Improvement</b> .....                          | 33 |
| <b>REPORTING CONCERNS AND COMPLAINTS</b> .....               | 34 |
| <b>Reporting Procedure</b> .....                             | 34 |
| <b>Investigation Process</b> .....                           | 35 |
| <b>Confidentiality</b> .....                                 | 35 |
| <b>Protection Against Retaliation</b> .....                  | 36 |
| <b>Commitment</b> .....                                      | 36 |

# EQUALITY AND DIVERSITY POLICY

|                                         |    |
|-----------------------------------------|----|
| <b>MONITORING AND REVIEW</b> .....      | 38 |
| <b>Policy Monitoring</b> .....          | 38 |
| <b>Continuous Improvement</b> .....     | 39 |
| <b>Policy Review Arrangements</b> ..... | 39 |
| <b>NON-COMPLIANCE</b> .....             | 41 |
| <b>Breaches of the Policy</b> .....     | 41 |
| <b>Disciplinary Action</b> .....        | 42 |
| <b>CONCLUSION</b> .....                 | 43 |

# EQUALITY AND DIVERSITY POLICY

## PURPOSE

The purpose of this Equality and Diversity Policy is to establish Branching out branching out tree surgery landscaping and gardening ltd's commitment to promoting equality of opportunity, embracing diversity, and fostering an inclusive working environment in which every individual is treated with dignity, fairness, and respect. The Company recognises that a diverse workforce and an inclusive culture contribute to improved performance, stronger teamwork, enhanced decision-making, and the delivery of high-quality services to clients and the wider community.

Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring that all employment practices, business activities, and working relationships are conducted in a manner that is free from unlawful discrimination, harassment, bullying, and victimisation. The Company will provide equal opportunities to all employees, job applicants, contractors, subcontractors, suppliers, clients, and any other individuals who interact with the business, irrespective of their background or personal characteristics.

The Company is dedicated to creating a workplace where diversity is valued and where individual differences are recognised as a source of strength. All employment decisions, including recruitment, selection, training, promotion, remuneration, performance management, and career development, shall be based solely on merit, qualifications, competence, experience, and the requirements of the role.

Branching out branching out tree surgery landscaping and gardening ltd is committed to complying with all applicable UK equality legislation, including the Equality Act 2010, and to promoting practices that eliminate unlawful discrimination while encouraging equality, diversity, and inclusion throughout all aspects of its operations. The Company will take reasonable and proportionate steps to identify and remove barriers that may prevent individuals from participating fully in employment or accessing its services.

This policy forms an integral part of the Company's overall management system and supports its commitment to responsible business practices, ethical conduct, and social responsibility. It applies to all stages of employment and all business activities undertaken by the Company, ensuring that every individual is afforded equal respect and opportunity regardless of their age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or any other characteristic protected by law.

Branching out branching out tree surgery landscaping and gardening ltd expects all employees, managers, supervisors, contractors, and representatives of the Company to uphold the principles set out in this policy and to contribute actively to maintaining a workplace that is welcoming, inclusive, and free from discrimination. Any conduct that undermines these principles will be treated seriously and addressed in accordance with the Company's disciplinary procedures and relevant legal requirements.

Through the implementation of this policy, the Company aims to promote a positive working environment where all individuals are respected, valued, and supported to achieve their full potential, while ensuring that

## EQUALITY AND DIVERSITY POLICY

equality, diversity, and inclusion remain fundamental principles guiding every aspect of the Company's operations and decision-making.

TREE SURGERY

# EQUALITY AND DIVERSITY POLICY

## SCOPE

This Equality and Diversity Policy applies to all individuals working for or on behalf of Branching out branching out tree surgery landscaping and gardening ltd, regardless of their role, employment status, or length of service. The Company is committed to ensuring that every individual is treated fairly, with dignity and respect, and is provided with equal opportunities free from unlawful discrimination, harassment, victimisation, or any form of unfair treatment.

The policy applies to all employees, whether employed on a full-time, part-time, permanent, temporary, seasonal, fixed-term, or casual basis. It also applies to directors, managers, supervisors, apprentices, agency workers, self-employed contractors, subcontractors, consultants, volunteers, work experience placements, and any other individuals representing or acting on behalf of the Company.

In addition, the principles contained within this policy extend to the Company's relationships with clients, customers, suppliers, contractors, business partners, recruitment agencies, public authorities, and members of the public who may be affected by the Company's activities. Branching out branching out tree surgery landscaping and gardening ltd expects all third parties engaged by the Company to uphold standards of equality, diversity, inclusion, and respectful conduct that are consistent with this policy.

This policy applies throughout every stage of the employment lifecycle, including but not limited to:

- Recruitment, advertising, and selection processes.
- Terms and conditions of employment.
- Induction and onboarding.
- Training, learning, and professional development opportunities.
- Promotion, career progression, and succession planning.
- Performance management and appraisal.
- Allocation of work, responsibilities, and working hours.
- Pay, benefits, and reward arrangements.
- Flexible working requests and reasonable workplace adjustments.
- Disciplinary, grievance, and capability procedures.
- Redundancy, dismissal, retirement, and termination of employment.

The policy also applies to all business operations and activities undertaken by Branching out branching out tree surgery landscaping and gardening ltd, including tree surgery, landscaping, gardening, vegetation management, fencing, grounds maintenance, site visits, client consultations, project planning, procurement, contract management, and all administrative functions.

Employees and representatives of the Company are expected to comply with this policy whilst working at Company premises, client sites, public locations, training events, business meetings, conferences, and any

## EQUALITY AND DIVERSITY POLICY

other location where they are carrying out work on behalf of the Company. The policy also applies during work-related travel, business communications, and all forms of electronic communication, including emails, telephone conversations, video conferencing, messaging platforms, and social media where an individual is acting in a professional capacity or representing the Company.

Branching out branching out tree surgery landscaping and gardening ltd is committed to fostering an inclusive working environment in which individual differences are valued and respected. The Company will not tolerate any conduct that undermines equality, diversity, or inclusion, whether such conduct occurs within the workplace, during work-related activities, or in any circumstance where it may impact the Company's employees, reputation, or business relationships.

Compliance with this policy is a condition of employment and engagement. All individuals covered by this policy are expected to understand their responsibilities, promote equality and inclusion in their daily work, and contribute to maintaining a workplace that is safe, respectful, professional, and free from unlawful discrimination.

## POLICY STATEMENT

Branching out branching out tree surgery landscaping and gardening ltd is committed to promoting equality, diversity, and inclusion in all aspects of its business activities. The Company believes that every individual has the right to be treated with dignity, fairness, and respect, regardless of their background or personal characteristics. We are committed to creating and maintaining a working environment that is inclusive, supportive, and free from unlawful discrimination, where all employees are valued for their skills, experience, and contribution to the success of the business.

The Company recognises that embracing diversity strengthens the organisation by encouraging a broad range of perspectives, experiences, and ideas. We are committed to providing equal opportunities in recruitment, employment, training, promotion, remuneration, and all other aspects of employment. Employment decisions will be based solely on merit, qualifications, competence, experience, and the ability to perform the requirements of the role, without regard to any protected characteristic or any other irrelevant factor.

Branching out branching out tree surgery landscaping and gardening ltd is fully committed to complying with the provisions of the Equality Act 2010 and all other relevant UK legislation relating to equality, diversity, human rights, and employment practices. The Company will take all reasonable steps to ensure that its

# EQUALITY AND DIVERSITY POLICY

policies, procedures, and working practices promote equality of opportunity, eliminate unlawful discrimination, advance equality, and foster positive working relationships throughout the organisation.

The Company will not tolerate any form of unlawful discrimination, whether direct or indirect, nor will it tolerate harassment, bullying, victimisation, or any behaviour that undermines the dignity, confidence, or wellbeing of another individual. This commitment applies to all aspects of the Company's operations, including recruitment and selection, terms and conditions of employment, training, career development, promotion, disciplinary procedures, dismissal, and day-to-day working relationships.

This policy applies equally to all employees, directors, temporary workers, agency workers, apprentices, subcontractors, consultants, volunteers, suppliers, clients, visitors, and any other individuals who interact with the Company. Every person associated with Branching out branching out tree surgery landscaping and gardening ltd is expected to contribute to a workplace culture that promotes mutual respect, professionalism, fairness, and inclusion.

The Company is committed to ensuring that no individual is treated less favourably because of any protected characteristic as defined by the Equality Act 2010. These protected characteristics include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

In addition, the Company will not tolerate discrimination based on any other personal characteristic or circumstance that is not relevant to an individual's ability to perform their role. All employment-related decisions will be objective, transparent, and based on legitimate business needs, ensuring that every individual is afforded equal opportunities to develop and succeed.

Branching out branching out tree surgery landscaping and gardening ltd operates a zero-tolerance approach towards discrimination, harassment, bullying, victimisation, and any form of inappropriate or offensive conduct. Such behaviour, whether committed by employees, contractors, clients, suppliers, or visitors, will be treated as a serious breach of Company policy and may result in disciplinary action, termination of contracts, or other appropriate measures. Where unlawful conduct is identified, the Company will investigate all complaints promptly, fairly, impartially, and confidentially, taking appropriate corrective action where necessary.

The Company encourages all employees to raise concerns if they experience or witness behaviour that conflicts with this policy. Individuals who report concerns in good faith will be treated with respect, and no person will suffer retaliation, victimisation, or any detrimental treatment for making or supporting a genuine

## EQUALITY AND DIVERSITY POLICY

complaint. Reports will be handled sensitively, and all parties involved will be treated fairly throughout the investigation process.

Branching out branching out tree surgery landscaping and gardening ltd is committed to promoting a culture of continuous improvement in equality, diversity, and inclusion. The Company will regularly review its policies, procedures, recruitment practices, training programmes, and workplace culture to ensure continued compliance with legal requirements and recognised best practice. Through effective leadership, employee engagement, and ongoing education, the Company aims to create a workplace where everyone has the opportunity to contribute, develop, and succeed in an environment founded on equality, respect, and professionalism.

# EQUALITY AND DIVERSITY POLICY

## LEGAL FRAMEWORK

Branching out branching out tree surgery landscaping and gardening ltd is committed to promoting equality, diversity, inclusion, and fairness throughout all aspects of its business operations. The Company recognises that compliance with UK legislation is fundamental to creating a workplace where every individual is treated with dignity, respect, and fairness, and where employment decisions are made solely on merit, competence, and business requirements.

This Equality and Diversity Policy has been developed in accordance with applicable UK legislation and reflects the Company's commitment to meeting its legal obligations while fostering an inclusive working environment for employees, workers, contractors, subcontractors, agency staff, applicants, clients, suppliers, and members of the public.

### Equality

The Equality Act 2010 is the principal legislation governing equality and anti-discrimination in Great Britain. Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring full compliance with the provisions of the Act and will not tolerate unlawful discrimination, harassment, victimisation, or any other prohibited conduct within the workplace or during the delivery of its services.

The Company is committed to providing equality of opportunity regardless of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, including colour, nationality, and ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

Employment decisions relating to recruitment, selection, promotion, training, career development, remuneration, disciplinary action, and termination of employment shall be based on objective, fair, and transparent criteria. No individual shall receive less favourable treatment because of a protected

# EQUALITY AND DIVERSITY POLICY

characteristic, nor shall any policy, procedure, or practice place an individual or group at an unfair disadvantage unless objectively justified by law.

The Company is also committed to making reasonable adjustments where required to enable disabled employees, applicants, and visitors to participate fully in employment and business activities.

## Human Rights

Branching out branching out tree surgery landscaping and gardening ltd recognises the importance of respecting and protecting the fundamental rights and freedoms of every individual. In accordance with the Human Rights Act 1998, the Company is committed to promoting a workplace culture founded upon dignity, equality, mutual respect, and fairness.

The Company will ensure that all employees are treated respectfully and professionally and that workplace practices support the rights of individuals to work in an environment free from discrimination, intimidation, harassment, bullying, or degrading treatment. Respect for individual beliefs, privacy, personal dignity, and freedom from unlawful discrimination forms an integral part of the Company's employment practices and business operations.

## Health and Safety at Work

Branching out branching out tree surgery landscaping and gardening ltd acknowledges the relationship between equality, inclusion, and workplace health and safety. In accordance with the Health and Safety at Work etc. Act 1974, the Company is committed to providing a safe, healthy, and inclusive working environment for all employees and others who may be affected by its activities.

Health and safety arrangements shall be implemented fairly and consistently, ensuring that no individual is placed at a disadvantage because of disability, age, pregnancy, language, or any other protected characteristic. Where reasonably practicable, the Company will make appropriate adjustments to working arrangements, equipment, communication methods, or facilities to enable employees to work safely and effectively.

The Company believes that an inclusive workplace contributes to improved wellbeing, enhanced communication, reduced workplace risks, and a stronger safety culture across all operations.

# EQUALITY AND DIVERSITY POLICY

## PROTECTED CHARACTERISTICS

Branching out branching out tree surgery landscaping and gardening ltd is committed to promoting equality, diversity, and inclusion in accordance with the Equality Act 2010, which protects individuals from discrimination, harassment, and victimisation based on certain personal characteristics. The Company recognises that every individual has the right to be treated with dignity, fairness, and respect, regardless of their personal background or circumstances.

The Company will not tolerate any form of direct or indirect discrimination, harassment, victimisation, or unfair treatment based on any of the protected characteristics defined by the Equality Act 2010. These protections apply throughout all aspects of employment, including recruitment, selection, training, promotion, remuneration, performance management, disciplinary procedures, dismissal, and access to employment-related benefits.

The Company is committed to ensuring that all employment decisions are based solely on an individual's skills, qualifications, experience, competence, and ability to perform the requirements of the role.

### Age

The Company is committed to ensuring that individuals of all ages are treated fairly and without prejudice. Employment decisions shall not be influenced by assumptions or stereotypes relating to age. Recruitment, training, promotion, career development, and redundancy decisions will be based on objective business needs and individual merit rather than age.

Employees of all age groups will be provided with equal opportunities to develop their skills, contribute to the business, and progress within the organisation.

### Disability

Branching out branching out tree surgery landscaping and gardening ltd is committed to creating an inclusive workplace for employees and job applicants with disabilities. The Company recognises its legal duty to make reasonable adjustments where appropriate to remove or reduce barriers that may place disabled individuals at a disadvantage.

# EQUALITY AND DIVERSITY POLICY

Reasonable adjustments may include modifications to working arrangements, equipment, workplace facilities, or procedures where these are practical and proportionate. Employees are encouraged to discuss any support requirements with management so that appropriate assistance can be considered. No individual will be treated less favourably because of a disability, a history of disability, or a perceived disability.

## Gender Reassignment

The Company is committed to providing a workplace where individuals undergoing, proposing to undergo, or having undergone gender reassignment are treated with dignity, sensitivity, and respect.

Discrimination, harassment, offensive language, bullying, or exclusion relating to gender identity or gender reassignment will not be tolerated under any circumstances. Personal information relating to an individual's gender identity shall be treated confidentially and handled in accordance with applicable data protection legislation.

Employment decisions shall be based solely on competence and professional performance.

## Marriage and Civil Partnership

Employees and applicants shall not be treated less favourably because they are married or in a civil partnership. Marital or relationship status will have no influence on recruitment, promotion, training opportunities, performance assessments, or any other employment-related decision.

The Company is committed to ensuring equal treatment for all employees regardless of their family or relationship status.

## Pregnancy and Maternity

Branching out branching out tree surgery landscaping and gardening ltd recognises the rights of employees who are pregnant, on maternity leave, or returning to work following maternity leave.

The Company will comply fully with all statutory rights relating to pregnancy and maternity and will ensure that employees are not disadvantaged because of pregnancy, childbirth, maternity leave, breastfeeding, or family responsibilities.

Appropriate workplace risk assessments will be undertaken where required, and reasonable measures will be implemented to protect the health, safety, and wellbeing of pregnant employees and new mothers.

# EQUALITY AND DIVERSITY POLICY

## Race

The Company values diversity and is committed to promoting equality regardless of race, colour, nationality, ethnic origin, or national origin. All employees, applicants, contractors, suppliers, and customers shall be treated fairly and with respect irrespective of their racial or ethnic background.

Racial discrimination, harassment, offensive language, racial abuse, or behaviour that creates an intimidating or hostile working environment will not be tolerated and may result in disciplinary action.

## Religion Or Belief

Branching out branching out tree surgery landscaping and gardening ltd respects the diverse religious beliefs, philosophical beliefs, and cultural practices of its employees.

Where reasonably practicable and consistent with operational requirements, the Company will seek to accommodate employees' religious observances, including requests relating to prayer, religious holidays, dietary requirements, or religious dress.

Employees are expected to respect the beliefs of others and must not engage in behaviour that demeans, ridicules, or discriminates against individuals because of their religion, belief, or lack of belief.

## Sex

The Company is committed to ensuring equality between men and women in every aspect of employment.

Recruitment, training, remuneration, career progression, promotion, and access to opportunities shall be based on competence, qualifications, experience, and business requirements without discrimination based on sex.

The Company will actively promote a workplace free from sexism, sexual harassment, inappropriate behaviour, and unequal treatment.

## Sexual Orientation

Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring that employees, applicants, contractors, and customers are treated fairly regardless of their sexual orientation.

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# EQUALITY AND DIVERSITY POLICY

No individual shall be subjected to discrimination, harassment, bullying, victimisation, or unfair treatment because they are lesbian, gay, bisexual, heterosexual, or of any other sexual orientation.

The Company promotes a workplace culture where all individuals are respected and valued for their contribution, and where diversity is recognised as an important strength of the organisation.

## Commitment to Equality

Branching out branching out tree surgery landscaping and gardening ltd recognises that embracing equality, diversity, and inclusion contributes to a positive working environment, improves employee wellbeing, enhances teamwork, and supports the delivery of high-quality services to clients and the wider community.

The Company expects all employees, managers, contractors, and anyone acting on its behalf to uphold the principles contained within this policy and to treat others with fairness, dignity, professionalism, and respect at all times. Any breach of this policy may result in disciplinary action and, where appropriate, legal action in accordance with applicable legislation.

## ROLES AND RESPONSIBILITIES

Branching out branching out tree surgery landscaping and gardening ltd recognises that maintaining equality, diversity, and inclusion within the workplace is a shared responsibility. Every individual working for or representing the Company has a duty to promote a respectful working environment, prevent discrimination, and ensure that all people are treated fairly, with dignity and respect.

The responsibilities outlined below define the expectations of all parties involved in the Company's activities.

### Company Director

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# EQUALITY AND DIVERSITY POLICY

The Company Director has overall responsibility for ensuring that equality, diversity, and inclusion principles are effectively implemented throughout Branching out branching out tree surgery landscaping and gardening Ltd.

The Company Director shall:

- Ensure the Company complies with all relevant UK equality legislation, including the Equality Act 2010.
- Establish, maintain, and regularly review the Equality and Diversity Policy to ensure it remains effective and appropriate.
- Promote a workplace culture based on fairness, respect, dignity, and equal opportunity.
- Ensure that employment decisions, including recruitment, selection, training, development, promotion, and termination, are based on skills, qualifications, competence, and business requirements rather than personal characteristics.
- Ensure that employees, contractors, and subcontractors understand their responsibilities under this policy.
- Provide appropriate resources, guidance, and support to prevent discrimination and promote inclusion.
- Investigate allegations of discrimination, harassment, bullying, or victimisation promptly, fairly, and confidentially.
- Take appropriate action where breaches of this policy are identified.
- Lead by example by demonstrating inclusive behaviour and promoting positive working relationships.

## Managers and Supervisors

Managers and supervisors are responsible for implementing this policy within their areas of control and ensuring that equality, diversity, and inclusion standards are maintained during daily operations.

Managers and supervisors shall:

- Treat all employees, contractors, clients, and members of the public with fairness, dignity, and respect.
- Ensure that workplace decisions are made objectively and without discrimination.
- Monitor working relationships and address inappropriate behaviour promptly.
- Prevent bullying, harassment, victimisation, and discriminatory practices within their teams.
- Ensure employees have equal access to training, development opportunities, and support.
- Consider reasonable adjustments where required to support employees with disabilities or specific needs.
- Encourage employees to raise concerns and ensure complaints are handled appropriately.

# EQUALITY AND DIVERSITY POLICY

- Maintain confidentiality when dealing with equality-related issues.
- Promote teamwork, cooperation, and mutual respect among all members of the workforce.
- Ensure subcontractors and visitors comply with the Company's equality and diversity expectations while working on Company projects.

## Employees

All employees of Branching out branching out tree surgery landscaping and gardening ltd have a personal responsibility to support and maintain a workplace that is free from discrimination and where everyone is treated fairly and respectfully.

Employees shall:

- Treat colleagues, clients, contractors, and members of the public with respect and professionalism.
- Avoid any behaviour, language, or actions that could be considered discriminatory, offensive, threatening, or inappropriate.
- Not engage in bullying, harassment, victimisation, or unfair treatment of others.
- Respect and value individual differences, including differences in background, experience, beliefs, abilities, and personal circumstances.
- Follow the requirements of this Equality and Diversity Policy and any related company procedures.
- Report any concerns, incidents, or suspected breaches of this policy to management.
- Cooperate with investigations into equality-related complaints or concerns.
- Support a positive workplace culture where all individuals are given fair opportunities to contribute and succeed.

## Contractors and Subcontractors

Branching out branching out tree surgery landscaping and gardening ltd expects all contractors, subcontractors, suppliers, and other third parties working on behalf of the Company to share its commitment to equality, diversity, and respectful working practices.

Contractors and subcontractors shall:

- Comply with the principles and requirements of this Equality and Diversity Policy.
- Treat all employees, clients, members of the public, and other contractors with respect and professionalism.
- Ensure that their own employees and representatives do not engage in discriminatory behaviour, harassment, bullying, or victimisation.

## EQUALITY AND DIVERSITY POLICY

- Follow all relevant UK equality legislation and contractual requirements.
- Provide suitable information, instruction, and supervision to their workforce regarding equality responsibilities.
- Cooperate with any investigation relating to alleged breaches of equality standards.
- Take corrective action where inappropriate behaviour or discriminatory practices are identified.
- Maintain professional standards that reflect the Company's values and reputation.

Failure by contractors or subcontractors to comply with this policy may result in corrective action, removal from Company projects, or termination of contractual arrangements.

### Commitment

Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring that equality, diversity, and inclusion remain central to its operations. By clearly defining responsibilities at every level of the organisation, the Company aims to create a workplace where everyone is treated fairly, valued, and respected.

# EQUALITY AND DIVERSITY POLICY

## RECRUITMENT AND EMPLOYMENT

Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring that all recruitment, employment, training, and career development opportunities are conducted fairly, consistently, and without discrimination. The Company recognises that a diverse workforce strengthens the business by bringing together different skills, experiences, and perspectives, and is committed to creating an inclusive working environment where all employees are treated with dignity, respect, and fairness.

The Company will ensure that employment decisions are based on an individual's skills, qualifications, experience, competence, and suitability for the role, rather than any personal characteristic protected under the Equality Act 2010.

### Fair Recruitment and Selection

Branching out branching out tree surgery landscaping and gardening ltd is committed to maintaining a fair, transparent, and consistent recruitment process that provides equal opportunities to all applicants.

The Company will:

- Ensure job opportunities are advertised fairly and accurately, with clear descriptions of the role requirements, responsibilities, and required skills.
- Assess applicants based on relevant qualifications, experience, competencies, and ability to perform the duties safely and effectively.
- Use consistent selection criteria and interview processes to ensure all candidates are evaluated objectively.
- Avoid language or requirements within recruitment materials that may unfairly disadvantage individuals or discourage suitable applicants from applying.
- Maintain confidentiality and handle all applicant information responsibly in accordance with applicable data protection legislation.
- Provide reasonable adjustments during the recruitment process where required to support candidates with disabilities or additional needs.
- Ensure decisions relating to recruitment are free from discrimination, bias, harassment, or unfair treatment.

The Company will select employees who demonstrate the necessary skills, reliability, professionalism, and commitment required to deliver high-quality tree surgery, landscaping, gardening, vegetation management, and fencing services.

# EQUALITY AND DIVERSITY POLICY

## Equal Access to Employment

The Company is committed to providing equal access to employment opportunities and ensuring that all employees and applicants are treated fairly throughout their employment journey.

Employment decisions, including recruitment, probation, allocation of duties, working arrangements, training opportunities, and termination of employment, will be based on legitimate business requirements and individual capability.

Branching out branching out tree surgery landscaping and gardening ltd will:

- Provide equal opportunities to individuals regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- Promote a workplace culture where employees feel valued, respected, and supported.
- Ensure workplace practices do not create unnecessary barriers for employees.
- Consider reasonable adjustments where appropriate to support employees in carrying out their roles.
- Encourage open communication and ensure employees have access to support when raising workplace concerns.

The Company believes that every employee should have the opportunity to contribute fully to the success of the business in a safe, respectful, and inclusive environment.

## Training and Development

Branching out branching out tree surgery landscaping and gardening ltd recognises that effective training and professional development are essential for employee safety, competence, and career progression.

The Company is committed to providing employees with appropriate opportunities to develop their skills through:

- Site inductions and company procedures training.
- Health and safety training relevant to their role.
- Industry-specific training and certification.
- Equipment and machinery training.

# EQUALITY AND DIVERSITY POLICY

- Refresher training where required.
- Toolbox talks and ongoing learning opportunities.
- Support for employees seeking to develop additional skills and responsibilities.

Training opportunities will be provided based on business needs, job requirements, employee performance, and individual development goals. All employees will have fair access to training opportunities regardless of personal background or protected characteristics.

The Company will encourage employees to improve their knowledge, develop their abilities, and maintain professional standards within the industry.

## Promotion and Career Progression

The Company is committed to providing fair and equal opportunities for career progression and advancement.

Promotion and increased responsibility will be based on:

- Skills and competence.
- Experience and qualifications.
- Performance and reliability.
- Commitment to health and safety.
- Ability to take on additional responsibilities.
- Contribution to the success of the Company.

Employees will be encouraged to discuss their career goals, training requirements, and development opportunities with management.

The Company aims to support employees who wish to progress within the organisation, including opportunities to develop specialist skills in areas such as:

- Advanced tree surgery operations.
- Machinery operation.
- Team leadership.
- Site supervision.
- Client management.
- Commercial contract delivery.

All promotion decisions will be made objectively and without unfair discrimination.

# EQUALITY AND DIVERSITY POLICY

## Pay and Benefits

Branching out branching out tree surgery landscaping and gardening ltd is committed to providing fair and consistent pay and employment benefits based on the responsibilities of the role, skills required, experience, qualifications, and individual performance.

The Company will ensure that:

- Employees receive fair and lawful pay in accordance with UK employment legislation.
- Pay decisions are based on objective criteria and business considerations.
- Employees carrying out work of equal value are treated fairly.
- Benefits and employment conditions are applied consistently.
- Any differences in pay or benefits are based on legitimate factors such as experience, qualifications, responsibilities, or performance.

The Company will regularly review employment terms and conditions to ensure they remain fair, competitive, and compliant with current legislation.

## Commitment Statement

Branching out branching out tree surgery landscaping and gardening ltd believes that fair recruitment, equal opportunities, and employee development are essential to building a successful and professional organisation. By promoting fairness, respect, and inclusion throughout employment practices, the Company aims to create a workplace where every employee has the opportunity to succeed and contribute to the continued growth of the business.

# **EQUALITY AND DIVERSITY POLICY**

## **WORKPLACE CONDUCT**

Branching out branching out tree surgery landscaping and gardening ltd is committed to maintaining a workplace environment where all employees, contractors, clients, and visitors are treated with dignity, respect, and fairness. The Company recognises that positive workplace relationships, professional behaviour, and mutual respect are essential to creating a safe, inclusive, and productive working environment.

All individuals working on behalf of the Company are expected to demonstrate appropriate standards of behaviour and contribute to a workplace culture that values equality, teamwork, cooperation, and respect for others. Any behaviour that undermines these principles, including bullying, harassment, discrimination, or victimisation, will not be tolerated.

### **Respect and Dignity**

The Company is committed to ensuring that every individual is treated with dignity, fairness, and respect regardless of background, identity, personal circumstances, or protected characteristics under the Equality Act 2010.

Employees are expected to:

- Treat colleagues, customers, contractors, and members of the public with courtesy and professionalism.
- Communicate respectfully and consider the views and opinions of others.
- Recognise and value individual differences within the workforce.
- Avoid behaviour, language, or actions that may cause offence, discomfort, or exclusion.
- Support a positive working environment where everyone feels valued and able to contribute.

The Company believes that a respectful workplace improves teamwork, employee wellbeing, productivity, and the quality of services provided to customers.

### **Bullying**

Branching out branching out tree surgery landscaping and gardening ltd has a zero-tolerance approach to bullying in any form. Bullying is unacceptable behaviour that may be intentional or unintentional and involves actions that intimidate, undermine, humiliate, threaten, or harm another person.

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# EQUALITY AND DIVERSITY POLICY

Examples of bullying may include:

- Verbal abuse, insults, or offensive remarks.
- Repeated criticism intended to undermine confidence.
- Intimidation, threatening behaviour, or aggressive conduct.
- Deliberate exclusion from workplace activities or communication.
- Misuse of authority or position to unfairly disadvantage another person.
- Spreading malicious rumours or damaging someone's reputation.

All employees have a responsibility to ensure their behaviour does not negatively affect others. Any concerns regarding bullying will be taken seriously, investigated fairly, and addressed appropriately.

## Harassment

The Company is committed to preventing all forms of harassment and ensuring that employees are protected from unwanted conduct that violates their dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Harassment may include:

- Unwanted comments, jokes, or remarks relating to personal characteristics.
- Offensive language or inappropriate behaviour.
- Unwelcome physical contact or gestures.
- Displaying offensive material.
- Repeated unwanted communication or behaviour.
- Conduct that creates discomfort or distress for another individual.

Harassment can occur through verbal, physical, written, digital, or online communication. The Company will take appropriate action where harassment is identified, regardless of whether it occurs in the workplace, during work-related activities, or through work-related communications.

## Victimisation

Branching out branching out tree surgery landscaping and gardening ltd prohibits victimisation of any individual who raises a concern, makes a complaint, supports an investigation, or exercises their legal rights relating to equality and diversity.

Victimisation includes:

- Treating someone unfairly because they have raised a concern.

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# EQUALITY AND DIVERSITY POLICY

- Penalising an employee for supporting another person's complaint.
- Excluding or disadvantaging someone because they have participated in an investigation.
- Creating a hostile environment for someone who has reported inappropriate behaviour.

Employees who raise concerns in good faith will be supported and protected from retaliation. Any individual found to have victimised another person may face disciplinary action.

## Professional Behaviour

All employees, contractors, and representatives of Branching out branching out tree surgery landscaping and gardening ltd are expected to maintain high standards of professionalism at all times.

Professional behaviour includes:

- Communicating clearly, respectfully, and appropriately.
- Working cooperatively as part of a team.
- Following company policies, procedures, and instructions.
- Treating customers, colleagues, and members of the public with respect.
- Maintaining confidentiality and protecting company and client information.
- Acting responsibly when representing the Company.
- Following safe working practices and contributing to a positive workplace culture.

Employees working in public areas, on client properties, or alongside other contractors must maintain professional standards that reflect positively on the Company.

Any behaviour that damages trust, creates conflict, compromises safety, or harms the Company's reputation may result in appropriate action being taken.

## Reporting and Management Action

Employees are encouraged to report any concerns regarding bullying, harassment, victimisation, discrimination, or inappropriate workplace conduct as soon as possible.

All concerns will be:

- Taken seriously and treated confidentially where possible.
- Investigated fairly and objectively.
- Managed in accordance with company procedures.
- Addressed through appropriate corrective or disciplinary action where necessary.

## **EQUALITY AND DIVERSITY POLICY**

Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring that all employees can work in an environment free from unacceptable behaviour and where everyone is treated with fairness, respect, and dignity.

TREE SURGERY

# **EQUALITY AND DIVERSITY POLICY**

## **REASONABLE ADJUSTMENTS**

Branching out branching out tree surgery landscaping and gardening ltd is committed to creating an inclusive working environment where all employees, applicants, contractors, and visitors are treated fairly, respectfully, and with dignity. The Company recognises that individuals may have different needs and is committed to making reasonable adjustments where required to ensure that employees are not placed at a disadvantage because of a disability, medical condition, or other protected characteristic.

The Company will take a proactive and supportive approach to identifying and implementing appropriate adjustments while maintaining safe working practices, operational requirements, and the health and safety of all persons affected by its activities.

Reasonable adjustments will be considered on an individual basis and will take into account the nature of the role, the employee's circumstances, the working environment, and the practical requirements of the business.

### **Supporting Employees with Disabilities**

Branching out branching out tree surgery landscaping and gardening ltd is committed to supporting employees with disabilities and ensuring they have fair access to employment opportunities, training, workplace participation, and career development.

The Company will:

- Treat all employees and applicants with disabilities fairly and with respect.
- Ensure that recruitment and employment decisions are based on skills, qualifications, experience, and suitability for the role.
- Encourage employees to discuss any support requirements or workplace barriers that may affect their ability to carry out their duties.
- Maintain confidentiality regarding any information relating to an employee's disability, health condition, or personal circumstances.
- Consider reasonable adjustments to help employees perform their role effectively.
- Provide appropriate support where possible while ensuring compliance with health and safety obligations.

Employees are encouraged to inform management at an early stage if they require additional support. The Company will work collaboratively with the individual to understand their needs and identify practical solutions.

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# EQUALITY AND DIVERSITY POLICY

## Workplace Adjustments

Where an employee identifies a need for support, Branching out branching out tree surgery landscaping and gardening ltd will consider suitable workplace adjustments designed to remove or reduce any disadvantage experienced by that individual.

Examples of reasonable adjustments may include:

- Adjustments to working methods or procedures.
- Providing additional supervision, guidance, or support during tasks.
- Adapting communication methods to meet individual needs.
- Providing suitable equipment, tools, or protective equipment where reasonably practicable.
- Adjusting the workplace layout or access arrangements.
- Modifying duties where appropriate and practical.
- Allowing additional time for certain tasks where this can be accommodated safely.
- Providing additional training or instruction where required.

Due to the nature of tree surgery, landscaping, and outdoor maintenance activities, all adjustments must be carefully assessed to ensure that they do not introduce additional risks to the employee, colleagues, members of the public, or the environment. Any changes to working arrangements will be reviewed alongside relevant risk assessments and safe systems of work.

## Flexible Working Arrangements Where Appropriate

Branching out branching out tree surgery landscaping and gardening ltd recognises that employees may have different personal circumstances and responsibilities that may require consideration of flexible working arrangements.

Where operationally possible, the Company will consider requests for flexible working, taking into account:

- The needs of the employee.
- The requirements of the business.
- Client commitments and project deadlines.
- Seasonal demands and weather conditions.
- Health and safety considerations.
- The impact on other team members and service delivery.

# EQUALITY AND DIVERSITY POLICY

Examples of flexible working arrangements may include:

- Adjusted start and finish times.
- Changes to working patterns.
- Temporary changes to duties.
- Reasonable time adjustments for medical appointments or support requirements.
- Phased return-to-work arrangements following illness or injury.

All requests will be considered fairly and objectively. While the Company will make every effort to accommodate reasonable requests, approval will depend on whether the arrangement can be implemented without negatively affecting operational efficiency, customer commitments, or workplace safety.

## Review and Continuous Support

Branching out branching out tree surgery landscaping and gardening ltd is committed to maintaining an inclusive workplace through regular communication, consultation, and review of employee needs. Reasonable adjustments will be reviewed periodically to ensure they remain effective and appropriate.

The Company believes that supporting individual needs strengthens teamwork, improves employee wellbeing, and contributes to a positive working environment where all employees have the opportunity to contribute and succeed.

# **EQUALITY AND DIVERSITY POLICY**

## **TRAINING AND AWARENESS**

Branching out branching out tree surgery landscaping and gardening ltd recognises that effective training and awareness are essential in promoting equality, diversity, and inclusion throughout the organisation. The Company is committed to ensuring that all employees, managers, contractors, and relevant stakeholders understand their responsibilities in creating a workplace environment that is respectful, fair, inclusive, and free from discrimination.

Training and awareness activities are designed to ensure that all individuals understand the importance of treating colleagues, clients, contractors, and members of the public with dignity and respect, regardless of background, identity, personal characteristics, or circumstances.

### **Equality and Diversity Training**

The Company shall provide appropriate equality and diversity awareness training to employees to ensure they understand the principles of equal opportunity and their responsibilities under this policy.

Training shall include:

- Understanding equality, diversity, and inclusion within the workplace.
- Awareness of the protections provided under the Equality Act 2010.
- Understanding the nine protected characteristics and how they relate to workplace practices.
- Recognising different forms of discrimination, including direct discrimination, indirect discrimination, harassment, and victimisation.
- Understanding the importance of respectful communication and professional behaviour.
- Promoting teamwork and positive working relationships between employees from different backgrounds.
- Understanding how personal attitudes, assumptions, and unconscious bias can affect workplace interactions.
- Knowing how to report concerns, inappropriate behaviour, or suspected breaches of this policy.

Training shall be provided as part of employee induction and may be refreshed periodically to ensure knowledge remains current. Additional training may be provided where changes in legislation, company procedures, workplace circumstances, or identified training needs require further awareness.

Where employees undertake supervisory or management responsibilities, additional guidance and training shall be provided to ensure they are capable of managing equality-related matters fairly, consistently, and professionally.

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# EQUALITY AND DIVERSITY POLICY

## Employee Responsibilities

All employees of Branching out branching out tree surgery landscaping and gardening ltd have a responsibility to support and promote equality, diversity, and inclusion within the workplace.

Employees are expected to:

- Treat all colleagues, clients, contractors, and members of the public with dignity, respect, and professionalism.
- Follow the requirements of this Equality and Diversity Policy at all times.
- Avoid behaviour, language, or actions that could be considered discriminatory, offensive, intimidating, or inappropriate.
- Challenge or report unacceptable behaviour where it is safe and appropriate to do so.
- Participate positively in equality and diversity training and awareness activities.
- Work cooperatively with colleagues from different backgrounds and respect individual differences.
- Support an inclusive working environment where everyone has the opportunity to contribute and develop.
- Report any concerns relating to discrimination, harassment, bullying, or unfair treatment through the appropriate company procedures.

Employees must understand that discrimination, harassment, victimisation, or any behaviour that undermines equality and respect within the workplace will not be tolerated and may result in disciplinary action.

## Management Responsibilities

The Company Director and managers of Branching out branching out tree surgery landscaping and gardening ltd have a key responsibility for ensuring equality and diversity principles are effectively implemented throughout the organisation.

Management responsibilities include:

- Leading by example and demonstrating commitment to equality, diversity, and inclusion.
- Ensuring recruitment, selection, training, development, and promotion decisions are based on skills, competence, experience, and business requirements.
- Ensuring employees are treated fairly and consistently.
- Providing appropriate support and reasonable adjustments where required.

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## EQUALITY AND DIVERSITY POLICY

- Identifying and addressing discriminatory behaviour, harassment, bullying, or unfair treatment promptly and appropriately.
- Ensuring employees receive suitable equality and diversity information and training.
- Creating an environment where employees feel confident raising concerns without fear of disadvantage or retaliation.
- Maintaining confidentiality when handling equality-related complaints or sensitive information.
- Reviewing workplace practices to identify opportunities for improvement.
- Ensuring contractors, subcontractors, and suppliers working on behalf of the Company understand and comply with equality expectations.

Managers shall take all reasonable steps to prevent discrimination and promote a positive workplace culture where all individuals are valued, respected, and treated fairly.

### Continuous Improvement

Branching out branching out tree surgery landscaping and gardening ltd is committed to continuously improving equality and diversity awareness throughout the organisation. The Company will regularly review training needs, employee feedback, workplace practices, and legislative requirements to ensure that equality standards remain effective and embedded within all areas of business activity.

Through education, communication, and responsible leadership, the Company aims to maintain an inclusive workplace where everyone has the opportunity to succeed and contribute to the continued growth and success of the business.

## EQUALITY AND DIVERSITY POLICY

# REPORTING CONCERNS AND COMPLAINTS

Branching out branching out tree surgery landscaping and gardening ltd is committed to maintaining a workplace culture based on respect, dignity, fairness, and equality. The Company recognises that employees, contractors, clients, and other individuals involved with the business should feel confident raising concerns relating to discrimination, harassment, bullying, victimisation, unfair treatment, or any behaviour that conflicts with the principles of this Equality and Diversity Policy.

The Company encourages early reporting of concerns so that issues can be addressed promptly, fairly, and effectively. All complaints will be treated seriously, handled sensitively, and investigated in accordance with the principles of natural justice, confidentiality, and impartiality.

### Reporting Procedure

Any employee, contractor, or individual affected by the Company's activities who believes they have experienced or witnessed unfair treatment, discrimination, harassment, bullying, or any breach of this policy should report the matter as soon as reasonably practicable.

Concerns may be raised through the following channels:

- Directly with the Company Director or appointed manager.
- Through a supervisor or line manager.
- Through any designated person responsible for handling employee concerns.

Where possible, individuals should provide the following information:

- A clear description of the concern or incident.
- The date, time, and location of the event.
- The names of any individuals involved.
- The names of any witnesses.
- Any supporting evidence or documentation available.
- The impact the incident has had on them or others.

Employees are encouraged to raise concerns at an early stage, as prompt reporting allows the Company to investigate effectively and take appropriate action.

# EQUALITY AND DIVERSITY POLICY

Where an individual requires support in raising a concern, reasonable assistance will be provided to ensure they are able to communicate their complaint clearly and fairly.

## Investigation Process

All complaints will be handled objectively, fairly, and without unnecessary delay. The Company will ensure that investigations are conducted by an appropriate person who is impartial and has no conflict of interest in relation to the matter being investigated.

The investigation process may include:

- Reviewing the details of the complaint.
- Meeting with the person raising the concern to obtain further information.
- Speaking with individuals involved in the matter.
- Interviewing relevant witnesses.
- Reviewing any available evidence, records, or documentation.
- Assessing whether company policies, procedures, or legal requirements have been breached.

All parties involved will be given a fair opportunity to provide information and explain their position. No assumptions will be made before the investigation has been completed.

Following the investigation, the Company will determine appropriate actions based on the findings. These actions may include:

- No further action where the complaint is not substantiated.
- Additional training or guidance.
- Mediation or informal resolution.
- Changes to workplace practices or procedures.
- Formal disciplinary action where misconduct has occurred.

The outcome of the investigation will be communicated to the relevant parties where appropriate, while respecting confidentiality obligations.

## Confidentiality

# EQUALITY AND DIVERSITY POLICY

Branching out branching out tree surgery landscaping and gardening ltd understands that individuals raising equality and diversity concerns may be sensitive about sharing personal information. The Company is committed to maintaining confidentiality throughout the reporting and investigation process.

Information relating to complaints will only be shared with individuals who require access to the information in order to manage, investigate, or resolve the matter appropriately.

All records relating to complaints and investigations will be stored securely and handled in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Employees involved in the investigation process are expected to respect confidentiality and must not discuss details of complaints unnecessarily with colleagues or third parties.

While the Company will make every effort to maintain confidentiality, there may be circumstances where information must be disclosed due to legal obligations, safeguarding concerns, or regulatory requirements.

## Protection Against Retaliation

Branching out branching out tree surgery landscaping and gardening ltd has a zero-tolerance approach towards victimisation or retaliation against any person who raises a genuine concern, participates in an investigation, provides evidence, or supports another individual who has made a complaint.

No employee, contractor, or worker will be disadvantaged, treated unfairly, or subjected to negative consequences because they have:

- Reported discrimination, harassment, bullying, or unfair treatment.
- Raised a genuine workplace concern.
- Assisted with an investigation.
- Exercised their legal rights relating to equality and diversity.

Any attempt to intimidate, threaten, disadvantage, or retaliate against an individual who has raised a concern will be treated as a serious matter and may result in disciplinary action.

The Company is committed to ensuring that all individuals feel safe and supported when reporting concerns and that all complaints are managed with professionalism, fairness, and respect.

## Commitment

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## EQUALITY AND DIVERSITY POLICY

Branching out branching out tree surgery landscaping and gardening ltd will continue to promote an inclusive working environment where everyone is treated with dignity and respect. Through effective reporting procedures, fair investigations, confidentiality, and protection from retaliation, the Company aims to maintain a workplace where equality and diversity are actively supported and valued.

TREE SURGERY

# **EQUALITY AND DIVERSITY POLICY**

## **MONITORING AND REVIEW**

Branching out branching out tree surgery landscaping and gardening ltd is committed to ensuring that its Equality and Diversity Policy remains effective, relevant, and fully aligned with current legislation, industry standards, and the evolving needs of its workforce, clients, and stakeholders.

The Company recognises that promoting equality, diversity, and inclusion requires ongoing monitoring, evaluation, and continuous improvement. Regular reviews of this policy and associated practices help ensure that the Company maintains a fair, respectful, and inclusive working environment where all individuals are treated with dignity and respect.

### **Policy Monitoring**

The Company Director is responsible for overseeing the implementation and monitoring of this Equality and Diversity Policy. Monitoring activities shall be carried out to assess whether the principles of equality, fairness, and inclusion are being effectively applied throughout the organisation.

Monitoring may include:

- Reviewing recruitment, selection, and employment practices to ensure they are fair, transparent, and free from discrimination.
- Monitoring access to training, development opportunities, and career progression.
- Reviewing workplace practices to identify any barriers that may disadvantage individuals or groups.
- Recording and reviewing equality-related concerns, complaints, grievances, or incidents.
- Assessing feedback from employees, contractors, clients, and other stakeholders.
- Ensuring that company procedures continue to support equal opportunities and inclusive working practices.

Any information collected through monitoring activities shall be handled confidentially and responsibly in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Company will use monitoring information to identify trends, address potential issues, and ensure that equality objectives are being achieved.

# EQUALITY AND DIVERSITY POLICY

## Continuous Improvement

Branching out branching out tree surgery landscaping and gardening ltd is committed to the continual improvement of its equality and diversity practices. The Company recognises that maintaining an inclusive workplace requires active participation, regular evaluation, and a willingness to improve.

Continuous improvement measures may include:

- Reviewing policies, procedures, and working practices to ensure they remain fair and inclusive.
- Providing appropriate guidance and awareness to employees regarding equality, diversity, and respectful workplace behaviour.
- Identifying and removing unnecessary barriers to employment, training, and progression.
- Encouraging open communication and feedback from employees and stakeholders.
- Learning from complaints, incidents, audits, and employee experiences.
- Updating procedures to reflect changes in legislation, industry guidance, and best practice.

Where areas for improvement are identified, the Company will develop appropriate actions and implement measures within a reasonable timeframe. Progress against improvement actions will be monitored to ensure they deliver meaningful and lasting improvements.

## Policy Review Arrangements

This Equality and Diversity Policy shall be reviewed regularly to ensure it remains suitable, effective, and compliant with current legal requirements.

The policy will normally be reviewed:

- At least annually as part of the Company's management review process.
- Following significant changes to equality legislation or regulatory requirements.
- Following organisational changes that may affect equality and diversity responsibilities.
- Following investigations into discrimination, harassment, or equality-related complaints.
- Following feedback from employees, clients, or other relevant stakeholders.

Any amendments made following a review shall be communicated to employees and relevant parties to ensure everyone understands their responsibilities under the updated policy.

## **EQUALITY AND DIVERSITY POLICY**

The Company Director shall approve all revisions to this policy and ensure that updated versions are distributed, recorded, and implemented throughout the organisation.

Through effective monitoring, continuous improvement, and regular review, Branching out branching out tree surgery landscaping and gardening ltd will continue to promote a workplace culture based on fairness, respect, inclusion, and equal opportunity for all.

TREE SURGERY

# EQUALITY AND DIVERSITY POLICY

## NON-COMPLIANCE

Branching out branching out tree surgery landscaping and gardening ltd is committed to maintaining a workplace environment that promotes equality, diversity, respect, and fairness for all employees, contractors, clients, and members of the public. Compliance with this Equality and Diversity Policy is a fundamental requirement for everyone associated with the Company.

Failure to comply with the principles and requirements set out within this policy may result in appropriate action being taken to address unacceptable behaviour, prevent discrimination, and maintain a positive and inclusive working environment.

### Breaches of the Policy

A breach of this Equality and Diversity Policy occurs when an individual engages in behaviour or actions that conflict with the Company's commitment to equality, diversity, and inclusion.

Examples of breaches may include, but are not limited to:

- Direct or indirect discrimination against an individual based on a protected characteristic.
- Harassment, bullying, intimidation, or offensive behaviour towards colleagues, customers, contractors, or other individuals.
- Unwanted conduct that creates an environment of hostility, humiliation, or exclusion.
- Victimisation of an individual who has raised a concern, made a complaint, or supported an investigation relating to equality issues.
- Use of discriminatory language, comments, jokes, images, or communications.
- Treating individuals unfairly in relation to recruitment, training, promotion, work allocation, or employment opportunities.
- Failing to respect reasonable adjustments provided to support employees with disabilities or other individual needs.
- Failure by managers or supervisors to address known equality-related concerns appropriately.

All employees, supervisors, and contractors have a responsibility to report suspected breaches of this policy promptly. Concerns will be treated seriously, handled confidentially where possible, and investigated fairly and objectively.

The Company will not tolerate retaliation, intimidation, or negative treatment of anyone who raises a genuine concern or participates in an investigation.

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# EQUALITY AND DIVERSITY POLICY

## Disciplinary Action

Where a breach of this policy is identified, Branching out branching out tree surgery landscaping and gardening ltd will take appropriate action in accordance with the seriousness of the matter and the Company's disciplinary procedures.

Any investigation will be conducted fairly and consistently, allowing the individual concerned the opportunity to provide an explanation and respond to any allegations made against them.

Depending on the severity of the breach, possible outcomes may include:

- Informal guidance or additional training.
- A formal written warning.
- A final written warning.
- Removal from certain duties or responsibilities.
- Termination of employment or contract in serious cases.
- Reporting matters to relevant authorities where required by law.

Serious acts of discrimination, harassment, victimisation, or deliberate breaches of this policy may be treated as gross misconduct and could result in dismissal or termination of contractual arrangements.

The Company will ensure that all disciplinary decisions are based on evidence, applied consistently, and carried out in accordance with applicable employment legislation and fair workplace practices.

Managers and supervisors have a specific responsibility to lead by example, promote respectful behaviour, and take appropriate action when equality concerns are raised or identified.

Branching out branching out tree surgery landscaping and gardening ltd remains committed to creating a workplace where all individuals are treated with dignity, fairness, and respect. Through effective enforcement of this policy, the Company will continue to promote an inclusive culture and prevent discrimination in all areas of its activities.

# EQUALITY AND DIVERSITY POLICY

## CONCLUSION

Branching out branching out tree surgery landscaping and gardening ltd is committed to creating and maintaining an inclusive, respectful, and fair working environment where all employees, contractors, clients, and visitors are treated with dignity, respect, and equality.

The Company recognises that a diverse workforce brings valuable skills, experience, and perspectives that contribute to a stronger, more effective, and successful organisation. We are committed to ensuring that all individuals are provided with equal opportunities throughout their employment, regardless of background, personal circumstances, or any protected characteristic as defined under the Equality Act 2010.

Through this Equality and Diversity Policy, the Company aims to prevent discrimination, harassment, bullying, and unfair treatment in all areas of its activities. All decisions relating to recruitment, employment, training, development, promotion, and workplace relationships will be based on individual ability, competence, performance, and business requirements.

Every employee has a responsibility to support and promote a positive workplace culture by treating colleagues, customers, contractors, and members of the public with respect and professionalism. The Company expects all individuals working on behalf of Branching out branching out tree surgery landscaping and gardening ltd to behave in a manner that reflects our values of fairness, teamwork, integrity, and mutual respect.

The Company is committed to continually reviewing and improving its equality and diversity practices to ensure they remain effective, legally compliant, and responsive to the needs of its workforce and the communities it serves. Any concerns relating to discrimination, harassment, or unfair treatment will be taken seriously, investigated appropriately, and addressed promptly.

By promoting equality, embracing diversity, and maintaining a culture of inclusion, Branching out branching out tree surgery landscaping and gardening ltd aims to provide a workplace where everyone feels valued, supported, and able to contribute fully to the continued success and growth of the business.