



Equality and Diversity Policy Statement

The Company aims to be an inclusive employer where diversity is valued, respected and built upon. The Company will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications in line with all protected characteristics as set out in the Equality Act 2010 and any other associated statute. The Company will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment.

All employees have a duty to co-operate with the Company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this Equality and Diversity Policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

Barry W Putney
Putney & Wood Ltd
Managing Director

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