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Equal Rights Policy

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Skratch Enterprises Limited is part of Skratch Corporation Limited Trading as Skratch AV

Address: Unit 37/38 Ketley Business Park, Ketley, Telford, TF1 5JD

Contact Telephone Number: 01952 872360 Email: accounts@skratchav.com Website: www.skratchav.com

VAT Number: 834531633

Registration Number: 5050095



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General

Skratch Enterprises Ltd and its directors are committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Our aim is that our staff and volunteers are truly representative of all sections of society and work in an environment where everyone is respected and able to perform to the best of their ability. Our policy is to provide equality and fairness for all in our employment and in our provision of services and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age in line with the Equality Act 2010.

Skratch Enterprises Ltd opposes all forms of unlawful and unfair discrimination. It is our policy to provide a suitable environment for people with disabilities. All reasonable facilities will be provided for staff and volunteers with disabilities to perform their roles without difficulty or disadvantage.

The Company opposes and will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer, or dismissal.

It is also the responsibility of all staff in their daily actions, decisions, and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers, or any other person associated with the Company. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. Harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

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Our Policy

In adopting these principles Skcratch Enterprises Ltd.

- Will not tolerate acts that breach this policy, and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary or criminal action where appropriate
- Fully recognises its legal obligations under all relevant legislation and codes of practice under the Equality Act 2010
- Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures, they can be obtained from your line manager e.g., Grievance Procedure, Dignity at Work Procedure etc. These are also available through the Employee Handbook
- Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities
- Will provide equal opportunity to all who apply for vacancies through open competition
- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process with open and honest feedback when requested
- Will provide all employees with the training and development that they need to carry out their job effectively
- Will provide all reasonable assistance to employees who are currently or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary
- Will offer the same employment terms and conditions to ALL employees in accordance with the Equal Pay Act 1970
- Will distribute and publicise this policy statement throughout the Company

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Glossary

Term	Description
AV	Audio Visual

Document Control

Date	Version	Comments
04/03/2021	V1.2	Draft for comment – migrated to new template
11/03/2021	V1.2	Comments updated and issued
23/03/2021	V2.0	Additional pay statement added, authorised and issued.

Authorisation

Date	Version	Authorised By:
23/03/2021	V2.0	Rebecca Walsh

Employee Signature

I confirm that I have read and understand this policy.

Signed	
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