



**POLICY FOR EQUAL OPPORTUNITY**

- 1 Metcalf Commercial Decorators Ltd recognises its duties under The Disability Discrimination Act 1995 and will make reasonable adjustments in the workplace to help accommodate a disabled person.
- 2 Metcalf Commercial Decorators Ltd will not treat a disabled person less favourably because of a reason relating to their disability without a justifiable reason.
- 3 Metcalf Commercial Decorators Ltd recognises its duties under the Equal Pay Act 1970 and will give men and women equal treatment in the terms and conditions of employment if they are employed on 'like' work.
- 4 Metcalf Commercial Decorators Ltd recognises its duties under The Race Relations Act 1976 and will not treat a person less favourably than others on racial grounds.
- 5 Metcalf Commercial Decorators Ltd recognises its duties under The Employment Equality (Religion or Belief) Regulation 2003 and will ensure that Metcalf Commercial Decorators Ltd's recruitment, selection and employment practices will treat everyone fairly regardless of religion or belief.
- 6 Metcalf Commercial Decorators Ltd recognises its duties under The Sex Discrimination Act 1975 and in general not discriminate on grounds of sex, marriage or gender reassignment.
- 7 Metcalf Commercial Decorators Ltd recognises its duties under The Employment Equality (Sexual Orientation) Regulations 2003. Metcalf Commercial Decorators Ltd's recruitment, selection and employment practices will treat everyone fairly regardless of their sexual orientation.
- 8 Metcalf Commercial Decorators Ltd recognises their duties under the Part Time Workers Regulations.
- 9 Metcalf Commercial Decorators Ltd recognises their duties under the Fixed-Term Employees Regulations 2002

SIGNED: .....  .....

POSITION: Director

DATE: 21/04/2021

**SOCIAL & ETHICAL POLICY STATEMENT**

It is the Policy of Metcalf Commercial Decorators Ltd to undertake its activities in a socially, ethically and environmentally responsible manner. This includes the ethical treatment of employees, customers, associates, contractors, suppliers and the public.

Metcalf Commercial Decorators Ltd are committed to making continuous improvements in the management of our environmental impact as part of our goal of developing a sustainable business. Indeed many of our products support other organisations in doing this. We work to promote environmental care and awareness, with emphasis on the need to reduce energy consumption and waste production. Action being taken includes recovery of helium gas, recycling of materials, using timing switches to reduce energy consumption and reducing the need to travel. We monitor and report on environmental issues and compliance with local legislation.

We will conduct our operations in accordance with accepted principles of good corporate governance.

Information received by employees in the course of business dealings cannot be used improperly for personal gain or for any purpose except that for which it was given. All employees have the right and the responsibility to resolve doubts or uncertainties about ethical questions or compliance with the law. We also strongly encourage an "open door" policy to bring any such queries, if necessary, to a higher level of management.

At all times, it is our policy to stay within the laws, rules and regulations of the countries, states or other jurisdictions in which we operate. It is our policy to co-operate fully with relevant public authorities and regulatory bodies as appropriate.

The Policy objectives are regularly reviewed and are supported by a number of issue-specific policies and procedures, which are regularly audited, in particular, the Health and Safety and Environmental Policies.

Metcalf Commercial Decorators Ltd strives to ensure that all employees are treated with respect and are appropriately rewarded. Metcalf Commercial Decorators Ltd seeks to operate above the standards laid down by employment legislation and the 1998 Human Rights Act requirements, to implement an effective Equal Opportunities Policy and to acknowledge staff representation.

Metcalf Commercial Decorators Ltd facilitates effective communication with and between its staff by various means.

Metcalf Commercial Decorators Ltd does not tolerate sexual, racial or any other form of discrimination.

Employees are encouraged to develop their skills on an ongoing basis

We aim to recruit, employ and promote employees on the sole basis of their ability and are committed to developing and enhancing each employee's skills and capabilities. Our policies are designed to provide employees with safe and healthy working conditions and practices, and to enable everyone to work free from discrimination, harassment or bullying of any kind.

In return we expect our employees to act with integrity and maintain high ethical standards.

Commitment to Recycling

Metcalf Commercial Decorators Ltd will recycle paper where possible.

Metcalfe Commercial Decorators Ltd will recycle computer equipment where possible.

Metcalfe Commercial Decorators Ltd will recycle used printer cartridges where possible.

### Construction

Metcalfe Commercial Decorators Ltd will take all reasonable measures to minimise the disruptive effect on the community from the construction process.

### Health & Safety

Through its Health & Safety Policy, Metcalfe Commercial Decorators Ltd conducts its activities with due regard for the health, safety and welfare of its employees, contractors, clients, visitors and members of the public wherever Metcalfe Commercial Decorators Ltd's activities are carried out.

### Community Engagement

Metcalfe Commercial Decorators Ltd actively supports and participates in initiatives to educate local communities about the risks on building sites and supports local schools through events and projects related to the construction industry.