EQUALITY & DIVERSITY POLICY

Issue: 2

Date Implemented: May 2020

Accepted by:

Name: Kyri Anastasi

Title: CEO

Change/Review Notes

Date of Issue/Review	Issue:	Revision No:	Details of Revision
May 20	1	0	Policy implemented
May 21	1	1	Annual review: amendment record inserted. Template design updated
Oct 22	1	1	Annual review: No change.
Feb 23	1	2	Title change & CEO inserted, double signature
Jun 23	1	3	Commitment to complying with Equality Act 2010
May 24	1	3	Annual Review: No change
Feb 25	1	4	Annual Review: Footer Changed
Feb 26	2	0	Annual Review: New Background template

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1. Policy Statement

Circle UK Group Ltd (CUKG) recognises that the success of the organisation depends on the effective contribution of all employees working in partnership with the business. CUKG is an equal opportunities employer and is fully committed to complying with the Equality Act 2010.

CUKG is dedicated to promoting equality and diversity in the workplace and to creating an inclusive working environment where all individuals are treated with dignity and respect.

2. Scope

This policy applies to all employees, workers, contractors, agency staff, job applicants, and any individuals engaged in work-related activities on behalf of Circle UK Group Ltd.

3. Commitment to Equality and Diversity

CUKG is committed to providing equal opportunities in employment and will not discriminate, directly or indirectly, on the grounds of:

- Age
- Race
- Creed or religion
- Colour
- Ethnic or national origin
- Marital or civil partnership status
- Sex
- Disability
- Gender reassignment
- Trade union activity
- Political beliefs
- Sexual orientation

The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on any of these grounds.

4. Fair Employment Practices

CUKG applies employment policies and procedures that are fair, equitable, and consistent with both the skills and abilities of employees and the operational needs of the business.

Selection criteria and employment procedures are regularly reviewed to ensure that decisions relating to recruitment, training, promotion, and development are based solely on merit, competence, and relevant experience.

5. Equality of Opportunity

All employees are entitled to equality of opportunity within the organisation. CUKG is committed to implementing a programme of action to ensure this policy is fully effective.

The organisation seeks the active support of all staff in upholding this policy to ensure equal opportunities in:

- Recruitment and selection
- Training and development
- Promotion and career progression
- Terms and conditions of employment

6. Harassment and Discrimination

CUKG will not tolerate any form of discrimination, harassment, or victimisation in the conduct of its business, whether towards employees or members of the public.

Any act of harassment or discrimination on the grounds listed in Section 3 will be treated as a serious disciplinary matter and may result in disciplinary action, up to and including dismissal.

7. Responsibilities

All employees are responsible for:

- Complying with this policy
- Treating colleagues, customers, and stakeholders with fairness and respect
- Challenging or reporting discriminatory behaviour where appropriate

Managers have a particular responsibility to lead by example and ensure this policy is effectively implemented within their teams.

8. Approval and Review

This policy is endorsed by senior management and will be reviewed regularly to ensure it remains effective, relevant, and aligned with company values and legal obligations.

Signed for and on behalf of Circle UK Group Ltd.

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  COO - Karol Konicz   **CEO - Kyri Anastasi**