



Unit 11 Vantage Point  
Howley Park Road  
Morley  
Leeds  
LS27 0SU  
Tel – 0113 450 8559  
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# Diversity, Equity and Inclusion Policy.

**Policy Title:** Diversity, Equity and Inclusion Policy

**Applies to:** All employees, contractors, agency workers, and visitors

**Approved by:** Philip Hall

**Date of Approval:** 24/09/2024

**Next Review Date:** 24/09/2026

## 1. Purpose

The purpose of this policy is to set out CHP Actuation Ltd's commitment to promoting diversity, equity, and inclusion across all aspects of our business.

We value the unique backgrounds, skills, and experiences that each individual brings to our workplace and believe that an inclusive culture strengthens innovation, teamwork, and performance.

## 2. Scope

This policy applies to all aspects of employment and business activity, including:

- Recruitment and selection
- Pay and benefits
- Training, development, and promotion
- Working conditions and flexible working arrangements
- Termination of employment
- Dealings with clients, suppliers, and third parties

## 3. Policy Statement

CHP Actuation Ltd is committed to providing a workplace where everyone is treated with dignity and respect and where individual differences are recognised and valued.

We will:

- Provide equal opportunities in recruitment, training, development, and promotion.
- Make employment decisions based on merit, capability, and business needs.
- Create a working environment free from discrimination, bullying, and harassment.
- Support fair treatment and reasonable adjustments for employees with disabilities or health conditions.
- Encourage diversity in our supply chain and community engagement.

Discrimination of any kind—whether direct, indirect, associative, or perceptive—will not be tolerated.



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#### 4. Legal and regulatory Framework

This policy supports compliance with the following UK legislation and guidance:

- **Equality Act 2010**
- **Human Rights Act 1998**
- **Employment Rights Act 1996**
- **Health and Safety at Work etc. Act 1974**
- **ACAS Code of Practice on Discrimination and Equality**

#### 5. Definitions

- **Risk:** The possibility that an event or action will adversely affect the achievement of business objectives.
- **Risk Management:** The process of identifying, assessing, responding to, and monitoring risks.
- **Risk Management:** A condition where a person is significantly deprived of liberty and forced to work.

#### 6. Responsibilities

##### 6.1 Management Responsibilities

Managers and supervisors are responsible for:

- Promoting and maintaining an inclusive working culture.
- Ensuring recruitment and promotion decisions are fair, transparent, and based on objective criteria.
- Providing reasonable adjustments for employees with disabilities.
- Addressing any instances of discrimination or harassment promptly and appropriately.
- Leading by example in demonstrating inclusive behaviour.

##### 6.2 Employee Responsibilities

All employees are expected to:

- Treat colleagues, clients, and visitors with respect and fairness.
- Challenge or report discriminatory or offensive behaviour.
- Cooperate with any initiatives that promote inclusion and equality.
- Understand and comply with this policy and related procedures.

##### 6.3 HR / Company Leadership

- Monitor and review employment practices to ensure compliance and fairness.
- Provide DEI awareness training and development opportunities.
- Record and respond to complaints or incidents of discrimination.



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## 7. Protected Characteristics

Under the **Equality Act 2010**, it is unlawful to discriminate against anyone on the basis of:

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

CHP Actuation Ltd upholds full protection for all these characteristics.

## 8. Recruitment and Selection

- Recruitment will be based on objective criteria related to skills, qualifications, and experience.
- Job adverts will be written in gender-neutral language and promoted through accessible channels.
- Shortlisting, interviewing, and selection will be conducted by trained personnel using consistent assessment methods.
- We will consider flexible working arrangements and reasonable adjustments to support accessibility.

## 9. Training and Development

- All staff will receive induction and refresher training on equality, diversity, and inclusion.
- Managers will be trained to identify and eliminate bias in decision-making.
- Development opportunities will be offered fairly and based on performance and potential, not personal characteristics.

## 10. Harassment, Bullying and Victimisation

CHP Actuation Ltd will not tolerate any form of harassment, bullying, or victimisation.

Any employee who experiences or witnesses such behaviour should report it through their line manager or HR contact. All complaints will be taken seriously, investigated confidentially, and resolved fairly in line with company procedures.

## 11. Monitoring and Review.

We will:

- Monitor the composition of our workforce to identify areas for improvement.
- Review policies and practices regularly to ensure fairness and inclusivity.
- Seek feedback from employees and stakeholders to improve our approach.
- Publish equality objectives where appropriate and report on progress.

This policy will be reviewed **every two years** or sooner if required by changes in legislation or business operations.



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## **12. Continuous Improvement.**

CHP Actuation Ltd is committed to continuous improvement in diversity, equity, and inclusion. We recognise that an inclusive culture drives innovation, supports employee wellbeing, and enhances our reputation within the engineering sector.

**Name:** Chris Lewis  
**Position:** Managing Director  
**Date:** 24/09/2024