

## EQUALITY & DIVERSITY POLICY

### Policy Statement

Swift Office Cleaning Services Limited is committed to promoting equality, diversity, and inclusion in the workplace. We recognise, respect, and value individual differences and are committed to creating an environment in which everyone is treated fairly, with dignity and respect, and is able to reach their full potential.

This policy supports the Company's commitment to ethical conduct, employee wellbeing, and legal compliance, and aligns with ISO principles relating to leadership, worker engagement, and continual improvement.

### Legal Framework

This policy is implemented in accordance with the Equality Act 2010 and all associated guidance and amendments.

The Company is unreservedly opposed to any form of unlawful discrimination, harassment, or victimisation on the grounds of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex, Sexual orientation

### Scope

This policy applies to:

- All employees
- Customers and clients
- Sub-contractors
- Service providers
- Third parties who interact with our employees

It applies to all stages of employment, including recruitment and selection, training, promotion, and ongoing employment.

### Our Commitment

Using fair, transparent, and objective employment practices, Swift Office Cleaning Services Limited aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment

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ADDRESS	CONTACT US	REGISTERED OFFICE	REGISTRATION NUMBER
Unit 1 Astra Centre Edinburgh Way Harlow Essex CM20 2BN	T: 01279 413641  E: <a href="mailto:customerservices@swiftcleaning.co.uk">customerservices@swiftcleaning.co.uk</a> W: <a href="http://www.swiftcleaning.co.uk">www.swiftcleaning.co.uk</a>	Suite D The Business Centre Farringdon Avenue Romford RM3 8EN	4595752

- Recruitment, training, and promotion decisions are based solely on qualifications, experience, skills, and abilities
- All employees have the right to work in an environment free from discrimination, harassment, bullying, or other unwanted behaviour
- All employees have equal opportunities to contribute and to achieve their full potential
- Employees are protected from discrimination due to association with someone who has a protected characteristic, or due to perceived characteristics

### **Harassment and Third-Party Conduct**

The Company will not tolerate harassment or discriminatory behaviour by employees or third parties, including customers, clients, or visitors.

Employees who experience or witness harassment or discrimination — even where it is not directed at them — are encouraged to report the matter through appropriate internal procedures. The Company will take reasonable and proportionate action to prevent recurrence and to safeguard employee wellbeing.

### **Diversity and Inclusion**

We value the diverse perspectives, experiences, and approaches that a varied workforce brings. A diverse and inclusive workforce strengthens our organisation, enhances service delivery, and improves our understanding of our clients and service users.

### **Monitoring and Review**

This policy will be reviewed by the Senior Management Team every two years, or sooner where:

- Legislative changes occur
- Monitoring information indicates a need for change
- Organisational or operational circumstances evolve

The Company is committed to the continual improvement of equality and diversity practices across the organisation.

**Legislative Reference:** *Equality Act 2010*

**This policy has been approved and authorised by:**

**Name:** John Williams

**Position:** Director

**Date:** 12<sup>th</sup> February 2026

**Signature:**



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