



# Jays Logistics ( South West) Ltd

## Equal opportunities, diversity and inclusion

Jays logistics South West (LTD) has a comprehensive policy of equal opportunities, individuals are selected and treated on the basis of their relative merit and abilities without regard of race, religion and belief, colour, sex, age, disability or sexual orientation. All are given equal opportunities within the company.

The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on grounds not relevant to good employment practice.

All employees are afforded equal opportunities within employment. Entry into employment and progression within the company are determined by personal merit only and the application of criteria which are relevant to the duties of the particular position. In all cases the ability to perform the job will be the primary criteria.

All employees are expected to comply with this policy. Employees must not harass or intimidate other employees on the grounds of race, religion or belief, colour, sex, age, disability, or sexual orientation and must not victimise or retaliate against employees who make such allegations. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as a misconduct.

Jays logistics South West (LTD) welcomes diversity amongst its employees and seeks to ensure that all candidates are treated fairly, and that selection is based solely on the individuals abilities and qualifications.

As an employer committed to equal opportunities, we will adhere to the following procedures for recruiting and selecting individuals.

### Selection Criteria

- selection process to be carried out consistently for all employees at all levels
- selection criteria for positions to be clearly defined
- requirements are not to specify or exclude a particular group (unless where justifiable in terms of the job being done)

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## Advertising

- Jobs are to be widely published – to encourage a applications for suitably qualified and experience people
- Advertisements are not to be restricted to areas or publications which could exclude or disproportionately reduce the applications form particular groups
- All advertising from Jays will state the company's commitment to equal opportunities

## Selection/Interview

- Selection of new employees will be based on job requirements and candidate suitability
- Those conducting the interviews will be aware of national principles, which cover equal employment opportunities
- Information sought form the candidate will relevant only to the requirements of the job
- Personal circumstances my be discussed only to ascertain whether it may effect the job (eg if the job involves irregular hours or extensive travel)
- Appropriate interview arrangements will be made to those applicants that identify themselves to be disabled

## Promotion

- No employee shall be discriminated against on grounds of race, religion or belief, colour, sex, age, disability or sexual orientation
- General ability will remain the main requirement

## Grievances

- All allegations of discrimination will be dealt with seriously and confidentially
- Any employee may you use the grievance procedure to complain about discriminatory conduct
- We wish all employees to feel able to raise a grievance and no individual will be punished for doing so, unless allegations are proven to be untrue

## Disciplinary proceedings

- Any employee that discriminates against another employee will face disciplinary procedures
- Serious cases will be deemed as gross misconduct and will result in summery dismissal in the absence of mitigating circumstances

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Signed

Jonathan White

Managing Director

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