**Equality and Diversity Policy**

Total Cleaning is an equal opportunity employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment than another on the grounds of their sex, colour, racial origin, disability, marital status, sexual orientation or political or religious beliefs. Total Cleaning is committed to a programme of action to make this policy fully effective.

**Statement**

Cleaner Direct believes that equal opportunities statement is a means of increasing the value of its personnel by developing the potential of all its individual employees.

The company recognises that its employment practices are bound by The Equality Act 2010 as well as other legislations.

Total Cleaning undertakes not to discriminate unfairly in the operation of its conditions of service. Any benefits and facilities provided by the Company will be offered equally to all groups and individual employees.

**Recruitment and Promotion**

Appointments and promotions will be based on merit, qualifications, and experience.

Selection criteria and procedures will be frequently reviewed to ensure that all individuals are selected, promoted, and treated on basis of their relevant merits and abilities. As an integral part of Total Cleaning recruitment procedures, the ethnic background of all applicants is monitored to enable the company to have accurate data about the practical and effectiveness of its policies.

In its recruitment of employees and associates, Total Cleaning will seek to eliminate any assumptions, preferences or judgements that do not relate to the potential abilities of individuals to perform the required jobs. Furthermore, Total Cleaning aims to ensure that no job applicant is disadvantage by conditions or requirements, which cannot be shown to be justifiable.

All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation.

**Responsibility for Equality and Diversity Statement**

All Associates and employees should ensure that their own procedures and practices comply with the provisions of Total Cleaning Equality and Diversity statement. The performance and example of managerial employees is crucial in the translation of this statement into improved opportunities for disadvantaged groups and individuals. Individual employees at all levels also have responsibility for ensuring the provision of equal opportunity. Total Cleaning expects each of its employees to avoid unlawful discrimination, victimisation and acts of sexual or racial harassment.

**Grievance and Disciplinary Procedure**

Any employee who believes they have grievance in relation to equal opportunities practice should pursue it though Total Cleaning grievance procedure. Any allegations against an employee concerning unfair discrimination, victimisation or sexual or racial harassment will be investigated and dealt with under the Company’s disciplinary code.

**Working with Clients**

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| Signed | **Euan D. Oattes** | Date | 01.08.2022 |
| Name | Euan Oattes | Position | Managing Director |

Total Cleaning is committed to maintaining equal opportunities in all its client dealings. All aspects of assignment work, which could affect the employees, or contractors of clients must be considered in the light of the client’s equal opportunities policies and in respect of Total Cleaning own stance in these matters.