



**AS AQUASTAR**

**MECHANICAL, ELECTRICAL & PLUMBING**

*Devoted to Quality Works*



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## EQUAL OPPORTUNITIES POLICY

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## 1. Purpose

The purpose of this Equal Opportunities Policy is to ensure that **AS AQUASTAR** provides a fair, inclusive, and respectful working environment for all employees, contractors, job applicants, and stakeholders. This policy outlines our commitment to promoting diversity, preventing discrimination, and ensuring that everyone is treated equally, regardless of their background or personal characteristics.

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## 2. Scope

This policy applies to all employees, contractors, subcontractors, suppliers, and partners of AS AQUASTAR. It covers all aspects of employment, including recruitment, promotion, training, compensation, benefits, termination, and working conditions, as well as interactions with clients and the broader community.

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## 3. Policy Statement

AS AQUASTAR is committed to:

- Providing equal opportunities to all individuals regardless of age, gender, race, ethnicity, nationality, religion, disability, sexual orientation, marital status, family status, socioeconomic status, or any other protected characteristic.
  - Creating a diverse and inclusive workplace where everyone is respected, valued, and able to contribute to their fullest potential.
  - Preventing and addressing discrimination, harassment, and victimization in the workplace.
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## 4. Key Principles

### 4.1. Non-Discrimination

- AS AQUASTAR will not tolerate any form of discrimination or harassment based on personal characteristics.
- All employment decisions, including recruitment, hiring, promotion, compensation, benefits, and termination, will be based on individual merit, skills, qualifications, and job performance.

### 4.2. Reasonable Adjustments

- We will make reasonable adjustments to accommodate employees and job applicants with disabilities or special needs.
  - Efforts will be made to remove barriers that may hinder full participation in the workplace.
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## 5. Roles and Responsibilities

### **5.1. Senior Management**

- Ensure that the principles of equal opportunity are integrated into the company's policies, practices, and culture.
- Lead by example by promoting diversity, inclusion, and equal treatment in all aspects of the business.

### **5.2. Managers and Supervisors**

- Ensure that decisions regarding recruitment, promotion, training, and other employment matters are made fairly, transparently, and without bias.
- Monitor team dynamics and take prompt action to address any concerns regarding discrimination, harassment, or unequal treatment.
- Support employees who raise concerns about discrimination or require adjustments.

### **5.3. Employees**

- Treat colleagues, clients, and stakeholders with respect, fairness, and dignity.
- Report any instances of discrimination, harassment, or unequal treatment to a supervisor, manager, or HR.
- Participate in diversity and inclusion training to understand and uphold the principles of equal opportunity.

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## **6. Recruitment and Employment Practices**

### **6.1. Recruitment**

- AS AQUASTAR's recruitment process will be conducted based on fair and objective criteria.
- Job advertisements, descriptions, and specifications will be free from biased language and clearly outline the skills, qualifications, and experience required for the role.
- Selection for employment, promotion, or training will be based solely on merit, suitability, and individual capability.

### **6.2. Training and Development**

- All employees will have equal access to training and development opportunities.
- We will support career development through mentorship, training programs, and leadership opportunities.
- Any special training or development needs will be addressed to ensure that all employees can reach their potential.

### **6.3. Pay and Benefits**

- Pay and benefits will be determined based on skills, experience, and performance, with no discrimination based on personal characteristics.

- AS AQUASTAR will regularly review pay and benefits policies to ensure they are fair and equitable.
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## **7. Preventing and Addressing Discrimination and Harassment**

### **7.1. Discrimination**

- Discrimination, whether direct or indirect, is strictly prohibited. Examples of discrimination include, but are not limited to:
  - Refusal to hire or promote an individual based on a protected characteristic.
  - Unequal pay for equal work based on gender, race, or other personal characteristics.
  - Creating or maintaining policies that disadvantage certain groups.

### **7.2. Harassment**

- Harassment, including unwanted behaviour that violates an individual's dignity or creates an intimidating, hostile, degrading, or offensive environment, will not be tolerated.
- AS AQUASTAR will take all complaints of harassment seriously and will address them promptly, confidentially, and fairly.

### **7.3. Bullying and Victimization**

- Bullying or victimizing an individual for exercising their rights under this policy or for reporting an incident of discrimination is prohibited.
  - Any incidents of bullying or victimization will be addressed according to AS AQUASTAR's disciplinary procedures.
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## **8. Complaints and Grievances**

### **8.1. Reporting**

- Employees who believe they have been subject to discrimination, harassment, or unequal treatment are encouraged to report the incident to their line manager, HR, or another trusted member of the management team.
- Reports can be made confidentially, and complainants will be protected from retaliation or victimization.

### **8.2. Investigation**

- All complaints will be thoroughly investigated in a timely and impartial manner.
- Investigations will be conducted with respect for the privacy and confidentiality of all parties involved.

### **8.3. Resolution**

- If a complaint is upheld, appropriate corrective actions will be taken, which may include disciplinary measures, policy changes, or further training.
  - Employees who are found to have violated the Equal Opportunities Policy will face disciplinary actions, which could include dismissal in severe cases.
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## **9. Training and Awareness**

### **9.1. Diversity and Inclusion Training**

- All employees will receive training on diversity, inclusion, and equal opportunities as part of their onboarding and ongoing development.
- Training will cover the importance of equal opportunities, recognizing unconscious bias, preventing discrimination, and fostering a respectful workplace culture.

### **9.2. Ongoing Awareness**

- AS AQUASTAR will provide ongoing education and resources to keep employees informed about the latest developments in equal opportunity and diversity.
  - Regular workshops, seminars, and discussion forums will be organized to promote dialogue and awareness around diversity and inclusion.
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## **10. Monitoring and Reporting**

### **10.1. Monitoring**

- AS AQUASTAR will monitor recruitment, training, promotion, and employee demographics to ensure compliance with this policy.
- Regular audits will be conducted to identify any potential barriers to equal opportunities and to assess the effectiveness of the policy.

### **10.2. Reporting**

- The results of monitoring activities will be reviewed by senior management and used to improve policies and practices.
  - An annual diversity and inclusion report will be published, outlining progress, challenges, and future initiatives.
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## **11. Continuous Improvement**

### **11.1. Policy Review**

- This Equal Opportunities Policy will be reviewed annually or when significant changes occur in legislation, industry standards, or the needs of the workforce.
- AS AQUASTAR is committed to continually improving our diversity and inclusion efforts, adapting to the evolving needs of our employees and stakeholders.

## 11.2. Feedback

- Feedback from employees, clients, and stakeholders is encouraged to help identify areas for improvement in our diversity and inclusion practices.
  - Suggestions for enhancing equal opportunities can be submitted anonymously if preferred.
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## 12. Conclusion

AS AQUASTAR is committed to creating a workplace that respects and values diversity, fosters inclusion, and ensures equal opportunities for all. By implementing this policy, we aim to build a culture that encourages fairness, supports individual and collective growth, and reflects our commitment to equality in every aspect of our business.

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**Approved by:** *Liviu Ciobanu*

**Date:** 11/08/2024

**Review Cycle:** Annually

