

Equal Opportunities Policy



Part I: Policy Overview

Purpose and Scope

At Rock School Bus, we do not tolerate discrimination or harassment in any part of our operations. We are fully committed to promoting equal opportunities in employment and fostering an inclusive workplace where everyone is treated fairly and with respect.

This policy applies to all aspects of our business operations, including how we recruit, engage, develop, appraise, reward, promote, train, and support our employees and workers. It also covers the treatment of clients, suppliers, visitors, and other stakeholders.

Specifically, this policy governs:

- Pay, employment conditions, and benefits
- Recruitment and selection processes
- Appraisal, reward, promotion, and training decisions
- Grievance and disciplinary procedures
- Termination processes and related matters, including references
- Interactions with visitors, clients, suppliers, and other business contacts

We are committed to ensuring:

- Equal access to all job opportunities
- Decisions based on objective, non-discriminatory criteria

You should familiarise yourself with this policy and related policies, particularly our Grievance Policy and Bullying & Harassment Policy.

Who the Policy Applies To

This policy applies to all employees, apprentices, consultants, officers, contractors, interns, volunteers, job applicants, agency and casual workers.

Legal Status

This policy is not part of your employment contract. Rock School Bus may amend it at any time.

What is Discrimination?

Under UK employment law, discrimination occurs when individuals are treated unfavourably based on certain “protected characteristics.” These include:

- Age
- Disability

- Gender reassignment
- Marital or civil partnership status
- Pregnancy or maternity
- Race, colour, or ethnic/national origin
- Religion or belief
- Sex
- Sexual orientation

Employment decisions influenced wholly or partly by any of these characteristics are likely unlawful. Discrimination can occur through actions, omissions, or indirect influence.

Types of Discrimination

- Direct discrimination: Treating someone less favourably because of a protected characteristic (e.g., rejecting a job applicant due to race or not promoting a pregnant employee).
- Indirect discrimination: Applying policies or criteria that disadvantage a group with a protected characteristic without valid justification (e.g., requiring all staff to work full-time, disadvantaging parents).
- Harassment: Hostile, humiliating, degrading, or offensive treatment that violates dignity, including “jokes,” name-calling, exclusion, or offensive comments or material.
- Victimisation: Reprisals against someone who has complained about discrimination or supported another’s complaint.
- Other prohibited actions: Failing to make reasonable adjustments for disabled employees, instructing or assisting others to discriminate, or discriminating against someone due to association with a protected characteristic.

Part II: Implementation and Responsibilities

Duties and Accountability

Overall responsibility for implementing this policy rests with the management team, including the board of directors. Managers must lead by example and maintain appropriate standards of behaviour.

All employees and associates share responsibility for ensuring compliance with this policy. Breaches can result in personal liability, disciplinary action, and potential legal consequences for both the individual and the company. Everyone is expected to act proactively to prevent discrimination and report breaches promptly.

We welcome suggestions and feedback on promoting equality and diversity. Staff are encouraged to contact Amber Sinclair with ideas or to participate in initiatives.

Recruitment, Promotion, and Opportunities

Selection for jobs, promotions, or other opportunities will be conducted using objective, non-discriminatory criteria.

In limited circumstances, age-related or other decisions may be lawful if they are a proportionate means of achieving a legitimate business aim, such as:

- Economic efficiency or workforce planning
- Health, welfare, and safety considerations
- Specific training requirements

All job adverts and opportunity announcements must:

- Be approved by Amber Sinclair to ensure compliance
- Be widely circulated to reach a diverse candidate pool
- Be worded to encourage applications from individuals of all protected characteristics

Certain role-specific requirements (e.g., physical capabilities) may be justified and clearly stated to avoid self-selection bias.

During recruitment and interviews, staff must not ask candidates about their health, disability, marital status, religion, or family plans before a job offer, except in legally permitted circumstances (e.g., reasonable adjustments or medical assessments where appropriate). Any questions about recruitment or medical requirements must be discussed with Amber Sinclair.

Monitoring and Data Collection

We may collect information about protected characteristics for monitoring diversity and compliance. Such data will not influence employment decisions but will be used to assess the effectiveness of this policy and promote workplace equality. Consent will be obtained upon joining the company.

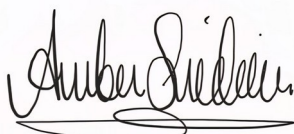
Handling Breaches and Enforcement

All allegations of breaches will be thoroughly investigated. Staff raising concerns in good faith will be fully supported, and no reprisals will occur.

Complaints made maliciously or in bad faith may be treated as misconduct and could lead to disciplinary action, including dismissal.

Any staff found to have discriminated against or harassed others may face disciplinary action, up to and including summary dismissal for gross misconduct.

Signed:

A handwritten signature in black ink, appearing to read 'Amber Sinclair', with a horizontal line underneath.

Author Name & Job Title: Amber Sinclair, Director

Date: 01 December 2025

Next Review: Dec 2026