



# zenithoffice

## Furniture and Stationery Solutions

### Equality and Diversity Policy

#### **Introduction**

Zenithoffice is committed to promoting equality, and values the diversity of our customers, suppliers and staff. We aim to ensure that our services are accessible to all members of the trades with which we supply. Employees, Board Members and Shareholders are responsible for contributing to the success of the policy. Service users too are asked to respect the policy and principles behind it.

#### **Equal Opportunities – Our Policy Statement**

In all our activities we will strive towards ensuring equality of opportunity and treatment for everyone. We will not discriminate against any person or group because of their race, colour or national origin, religion, religious belief, disability, appearance, sex, sexual orientation, marital status or age.

We will tailor our services where required to meet the requirements of disadvantaged people and groups of people.

To help ensure the commitment to Equal Opportunity, we will record and monitor information relating to employment and take positive action where possible and necessary. We will also expect the co-operation of our consultants, contractors, suppliers and others in meeting our commitment to equality of opportunity.

We will regularly review our equal opportunities activities. If a grievance arises, then the procedure outlined in the detailed Policy Statements should be followed.

#### **Racial Equality**

We recognise our duties under the Race Relations Act 1976 and related codes of practice. We are committed to promoting good race relations and to avoiding racial discrimination between people from different racial groups. We will ensure that racial equality policy is implemented across the organisation and will deal with non-compliance forcefully. All employees, contractors and consultants have a responsibility under this policy.

#### **Sexual Orientation**

We are committed to tackling any behaviour or practices that directly or indirectly discriminate on the grounds of sexuality. We are working to create an environment where individuals are free from discrimination and



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harassment and where they feel safe to be open about their sexuality should they choose to do so.

## **Age**

We value all people regardless of age. We recognise that 'age diversity at work' means employing people of all ages and not discriminating against someone because of how old they are. We are committed to tackling the issues of age discrimination in the workplace, and to being 'age positive' in all aspects of our work, including service delivery, recruitment, selection, promotion, training, redundancy and retirement.

## **Disability**

We recognise our duties under the Disability Discrimination Act (1995) and are committed to ensuring services, facilities and resources are equally accessible and equally useful to disabled and non-disabled people.

## **Recruitment and Employment**

We are an equal opportunities employer. We will not discriminate or allow discrimination against any individual employed by, or seeking employment with this company. No employee or applicant for employment will receive less favourable treatment than any other person. We believe that every individual will be able to positively contribute to our work. We are committed to valuing diversity in our workforce and to developing and training all employees to ensure that their talents are fully utilised.

## **Customer Support Services**

We are committed to providing a value for money service to all our customers, clients and suppliers. We recognise that everyone has a right to their distinctive and diverse identities and understands how valuing diversity can improve our ability to deliver a better service.

## **Suppliers, Contractors and Partners**

We encourage our contractors, suppliers and partners to demonstrate a commitment to equality of opportunity. As a commissioner of services, we will apply our Equal Opportunities Policy Statement when organisations request to go on our Approved List.



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### **Monitoring**

We have put place practices and procedures that recognise our legal duties concerning diversity and equal opportunities. We will regularly report on our equality and diversity policy and will use this information to improve our performance.

### **Translations**

Translation of this information sheet are available in Urdu, Gujarati, and Punjabi. It is also available in other formats such as audio tape.