



EQUALITY POLICY

8 Wellington House
Camden Street
Portside
East Sussex
BN41 1DU



PH Beck Limited is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually by Neil Haughton and the company's HR Consultant.

Recruiting Ex- Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), P H Beck LTD complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- We will undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)



- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We will actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- We select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, the process will be explained to the candidate at interview stage.
- We will ensure that all those in our organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- We will also ensure that staff have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- The DBS check will be carried out by the “DBS Designated Checker”. The applicant will be asked to bring in their certificate once it is received. Should any positive disclosures be on the certificate, the DBS Designated Checker will discuss with the Director these disclosures and will agree on whether we feel that the type of disclose will have any impact working with vulnerable adults and children. A decision will then be made on whether to offer full term employment

P H Beck is registered on the Equality Register with reference 0007438.

P H Beck is an EDI recruiter

A handwritten signature in blue ink, appearing to read 'Mark Dennison', is written over a faint, light blue circular stamp.

Signed, Director
Mark Dennison

Dated: 21.03.2025

Reviewed
03.05.2019
03.02.2020
03.02.2021
24.01.2022
09.01.2023
09.01.2024
21.03.2025



Version	Date	Improvement	Status	Approved by:
V1	21.01.22	Document control added	Issued	CB
V2	24.01.22	Amended – Equality register details added	Issued	CB
V3	09.1.2024	Reviewed, EDI recruiter added	Issued	CB