

## Sexual Orientation Policy.

Our company takes a lot of pride on the way it promotes the policies and practices relating to equality and diversity to both the employees and towards our customers and clients.

The Equality Act 2010 makes it unlawful to discriminate against employees, job seekers and trainees because of their sexual orientation. As our commitment to this legislation, we have created this Sexual Orientation policy in order to deal with any issues arising in this area.

### Policy

We are committed to ensuring that no member of staff receives any direct discrimination due to their actual sexual orientation, their perceived sexual orientation or the sexual orientation of someone with whom they associate.

All the company policies, practices and procedures applies to all employees with no exceptions. Preventing sexual orientation discrimination can be seen being practiced across the company by our equal opportunities policy which affects recruitment, training and development, discipline and grievances as well as this we monitor and ensure this is maintained by our yearly Monitoring Report.

### LGBTQ+

LGBTQ is an acronym for lesbian, gay, bisexual, transgender and queer or questioning. These terms are used to describe a person's sexual orientation or gender identity. We employ a staff member who identifies as transgender as well as a staff member who openly identifies herself as an advocate for LGBTQ+ rights.

### Punishments or sanctions for any breach in the policies / codes of practice / guidelines where this policy is concerned.

Breeches of policies are something that will not be tolerated within our company. We have a disciplinary procedure whereby staff will be spoken to verbally about any issues that are assessed as low level.

In the cases of more severe breeches, a formal meeting will be held by the line manager with the staff member concerned and a written note will be held on file. If the problem escalates or is of a severe nature, then the staff disciplinary procedure will be activated at the severe level and the possible outcomes can in some cases of serious behaviour entail termination of a contract.