



# PRESTIGE ROOF LTD

Premium roofing without the pressure

Prestige Roof Ltd  
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## PRESTIGE ROOF LTD

### Equal Opportunities Policy

Document Reference: PR-HR-005

Version: 1.0

Issue Date: February 2026

Review Date: February 2027

Approved By: Luke Bell, Director

#### 1. Policy Statement

Prestige Roof Ltd is committed to providing equal opportunities in employment and ensuring that all employees, workers, subcontractors, job applicants, customers, suppliers, and members of the public are treated fairly, with dignity and respect.

The Company is committed to creating a working environment that is free from discrimination, harassment, bullying, victimisation, and unfair treatment. We recognise the benefits of a diverse workforce and are committed to promoting equality, diversity, and inclusion throughout our business operations.

Prestige Roof Ltd will comply with the requirements of the Equality Act 2010 and all other relevant legislation relating to equality and discrimination.

#### 2. Scope

This policy applies to:

- All employees
- Directors and managers
- Temporary workers
- Agency workers
- Apprentices and trainees
- Self-employed contractors and subcontractors
- Job applicants
- Customers, suppliers, and visitors where relevant

#### 3. Commitment to Equal Opportunities

Prestige Roof Ltd will ensure that no individual receives less favourable treatment because of any protected characteristic under the Equality Act 2010, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Employment decisions will be based solely on merit, qualifications, competence, experience, and business needs.

#### 4. Recruitment and Selection

Prestige Roof Ltd is committed to fair recruitment practices and will:

- Advertise vacancies fairly and openly.
- Select candidates based on their skills, experience, qualifications, and suitability for the role.
- Avoid discriminatory wording in recruitment materials.
- Conduct interviews and assessments consistently and objectively.
- Make reasonable adjustments for applicants with disabilities where required.

#### 5. Employment, Training and Promotion

The Company will provide equal access to:

- Training and development opportunities
- Promotion opportunities
- Performance reviews
- Benefits and rewards
- Flexible working arrangements where appropriate

Employees will be encouraged to develop their skills and progress within the business based on ability and performance.

#### 6. Disability and Reasonable Adjustments

Prestige Roof Ltd is committed to supporting employees and applicants with disabilities.

Where reasonably practicable, the Company will adjust working arrangements, equipment, premises, or procedures to remove barriers that may place a disabled person at a disadvantage.

Employees are encouraged to inform management of any support requirements so that appropriate assistance can be considered.

## 7. Harassment, Bullying and Victimisation

Prestige Roof Ltd operates a zero-tolerance approach towards:

- Bullying
- Harassment
- Sexual harassment
- Victimisation
- Intimidation
- Discriminatory behaviour

Any employee found to have engaged in such conduct may be subject to disciplinary action, up to and including dismissal.

Complaints will be treated seriously, investigated promptly, and handled confidentially wherever possible.

## 8. Service Delivery and Customers

Prestige Roof Ltd is committed to providing services fairly and professionally to all customers regardless of their background or protected characteristics.

Particular care will be taken when working with:

- Elderly customers
- Vulnerable individuals
- Customers with disabilities
- Customers requiring additional support or communication assistance

Our teams are expected to treat all customers with courtesy, respect, and professionalism at all times.

## 9. Responsibilities

### **Directors and Management**

Directors and managers are responsible for:

- Implementing this policy.
- Leading by example.
- Promoting equality and inclusion.
- Investigating complaints promptly and fairly.
- Taking appropriate action where breaches occur.

### **Employees**

Employees are responsible for:

- Treating others with dignity and respect.
- Following this policy.
- Reporting concerns or incidents of discrimination, harassment, or bullying.
- Supporting an inclusive workplace culture.

## 10. Reporting Concerns

Any employee who believes they have been subjected to discrimination, harassment, bullying, or victimisation should report the matter to their manager or a Director as soon as possible.

All complaints will be investigated fairly, sensitively, and without fear of retaliation.

Employees who raise concerns in good faith will not be treated unfavourably for doing so.

## 11. Monitoring and Review

Prestige Roof Ltd will review this policy annually and whenever there are significant changes to legislation, business operations, or best practice guidance.

The Company is committed to continually improving equality, diversity, and inclusion across all areas of the business.

### Policy Approval

I confirm that Prestige Roof Ltd is committed to providing equal opportunities and maintaining a workplace free from discrimination, harassment, and victimisation.

Signed: \_\_\_\_\_

Name: Luke Bell

Position: Director

Company: Prestige Roof Ltd

Date: \_\_\_\_\_

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Next Review Date: February 2027