

# **Sub-Tech Contracts Limited**

## **Civil Engineering, Groundwork's & Tunneling**

Crown Wharf Estate, Bidder Street, Canning Town, London E16 4ST

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### **Statement of Equality, Diversity and Inclusion Policy (EDI Policy)**

The achievement of equality, diversity, and inclusion is central to the company's mission as a provider of security and associated services.

We aim to create an organisation, which recognises the contribution of all staff. We will be supportive, fair, just and free from discrimination. We want Sub-Tech Contracts Limited, to be regarded as an exemplary employer within the public, and private sector, and believe that any modern organisation has to reflect all the communities and people it serves.

In the pursuit of our aims we seek to continually extend, improve and strive for excellence in the comprehensive range and quality of recruitment services and training provided by the company and by its partners.

Management of EDI should be seen as part of effective management system. Consistency, and clear communication will demonstrate an understanding of what fairness and respect really mean.

### **General Policy**

1. Sub-Tech Contracts Limited is committed to the provision of EDI for all and continues to formulate and implement policies and practices to this end.
2. In the provision of EDI, the company realises and accepts its responsibilities under the law. The policy also aims to reach beyond legislative boundaries to provide equality of opportunity regardless of age, colour, ethnic origin, family responsibility, gender, marital status, nationality, race, religion, belief, sexual orientation, trade union membership or non-membership, socio-economic status or disability.
3. Legislation provides minimum conformance standards of equality in the field of race, gender, and disability. We need to develop further and build upon these standards. We want to protect the rights of groups, which are not protected by explicit legislation.

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John Cannon: Company Director 07868 169 730  
Company Registration Number: 6512667  
Office Number: 02085 910 560  
Email: [subtechcontracts@aol.com](mailto:subtechcontracts@aol.com)  
[www.sub-tech.co.uk](http://www.sub-tech.co.uk)

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### **Responsibility**

1. Overall responsibility for EDI within the company lies with the Managing Director who is responsible for ensuring that the EDI Policy is implemented under the jurisdiction of key support managers within the company.
2. The Managing Director or a representative is responsible for taking any action on decisions relating to equal opportunities in employment and recruitment matters, co-ordinating the monitoring of the effectiveness of the policy and providing general guidance in relation to this policy.
3. The company will ensure that all staff are made aware of the EDI Policy and procedures. All employees of the company are responsible for ensuring that their actions are carried out in the terms of the general policy and codes of practice. They may be held personally accountable should any complaint arise. Every employee has a responsibility in fulfilling and complying with this policy and code of practice.

### **Application**

1. The general policy relates to all aspects of employment, including advertisements, recruitment, selection, pay, terms and conditions of service, training, secondment, re-deployment, benefits, promotions, grievance and disciplinary procedures. The company will consider equal opportunities implications when entering into contractual relationships with other organisations such as tendered purchasing contracts and collaborative arrangements.
2. People not employed by the company but who are involved in the company's activities, such as visitors, clients and external contractors, agency workers are expected to operate within the terms of the general policy.
3. The policy applies to the treatment of existing as well as potential employees.

### **Implementation**

1. Consultation with staff will be a necessary part of implementing the general policy and the specific policies and procedures.
2. Staff will be informed of their responsibilities in relation to promotion and implementation of the EDI Policy and procedures during their induction to Sub-Tech Contracts Limited and at various intervals during their employment.
3. Appropriate training through the staff induction programme will be provided to assist with implementation of the policy.
4. Sub-Tech Contracts Limited will adopt the best EDI practice in the light of both internal and external research and experience.