

Duncan Private Hire
Equal Opportunities Policy
Revision Date: 14 May 2025

1. Policy Statement

Duncan Private Hire is committed to fostering an inclusive, equitable and respectful working environment. We promote equality of opportunity for all current and prospective employees and do not tolerate any form of discrimination or unfair treatment.

We treat all individuals fairly and without bias, regardless of gender, sexual orientation, marital or civil partnership status, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, or trade union membership.

2. Scope and Application

This policy applies to all stages of employment and engagement with Duncan Private Hire, including:

- Recruitment and selection
- Pay and benefits
- Terms and conditions of employment
- Career development, promotion and training
- Transfer, redeployment, and redundancy
- Dismissal and disciplinary procedures

3. Fair Practice and Justifiable Criteria

No condition, requirement, or practice will be imposed without objective justification if it may put individuals at a disadvantage due to any of the protected characteristics outlined above. All employment decisions will be based solely on job-related criteria, individual merit, and business needs.

4. Policy Implementation and Review

We are committed to continuous improvement and will regularly review our recruitment practices, HR policies, and decision-making procedures to ensure compliance with this policy. Selection and progression processes will be monitored to confirm they reflect fairness, consistency, and non-discrimination.

5. Responsibilities

The overall responsibility for the implementation and monitoring of this policy lies with the Director, Peter Simpson. However, every member of staff shares responsibility for promoting and upholding our values of equality, dignity and inclusion at work.

Managers and supervisors are expected to lead by example and ensure that their teams operate in accordance with both the letter and spirit of this policy.

6. Breach of Policy

Any breach of this policy, including acts of discrimination, harassment or victimisation, will be treated seriously and may result in disciplinary action, up to and including dismissal.

Duncan Private Hire encourages any employee who believes they have been subject to discrimination to raise the issue through the appropriate internal procedures, with the assurance of a fair and confidential process.

Signed:

Peter Simpson

Position: Director

Date: 19 February 2023