



The Experts in Medical Cleaning

Equality and Diversity Policy

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Equality, Diversity and Inclusion Policy



Vanguard Cleaning Management Solutions Ltd is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods, services and facilities - is also committed against unlawful discrimination of customers or the public.

Our Policy's Purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, and ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - Pay and benefits
 - Terms and conditions of employment
 - Dealing with grievances and discipline
 - Dismissal
 - Redundancy
 - Leave for parents
 - Requests for flexible working
 - Selection for employment, promotion, training or other developmental opportunities



All of the above is not just exclusive to our employees, but also to all people who we encounter each day whilst carrying out our services. This would typically include our client's employees, our client's customers and other members of the general public.

Mindfulness of our Equality, Diversity and Inclusion Policy should run through all our dealings with people as we conduct our daily duties.



Our Commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense. Extend this beyond work place parameters to include all people who we come into contact with on a daily basis.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the Equality, Diversity and Inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment and service delivery and prevent bullying, harassment, victimisation and unlawful discrimination against any person whether an employee, client employee or client customer.


All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, client employee or client customer or the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. The behaviour of all our staff during the course of delivering the services expected by our customers is to reflect the contents of this policy and will apply to anyone whom we come into contact with whilst performing our duties.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 - which is not limited to circumstances where harassment relates to a protected characteristic - is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

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7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy

Monitoring will also include assessing how the Equality, Diversity and Inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.



Agreement to follow this policy

The Equality, Diversity and Inclusion policy is fully supported by all senior management at Vanguard Cleaning Management Solutions Ltd.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found within the Company Employee Handbook issued to all staff on commencement of employment. This includes with whom an employee should raise a grievance - usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

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