

FLAMEPROOFED BOARDS

Unit 6 Marcus Close, Tilehurst, Reading, Berkshire, RG30 4EA

Tel 0118 945 3533 Fax 0118 945 3633 Email: info@creffields.co.uk

Website: www.creffields.co.uk

Equal Opportunities Policy

CREFFIELDS (TIMBER & BOARDS)

At CREFFIELDS (TIMBER & BOARDS), we are committed to representing the diversity of the UK and upholding equal opportunities in employment. Our goal is to foster an environment that is free from all forms of unlawful or unfair discrimination and one that actively values the diversity of all individuals. At the heart of this policy is a commitment to treat people fairly, with dignity and respect. We will take every possible step to ensure that no employee or job applicant receives less favourable treatment (direct discrimination) or is disadvantaged by unjustifiable requirements or conditions (indirect discrimination) on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We believe that equal opportunities are not only a matter of legal compliance and good practice, but also make sound business sense. Respecting and supporting staff promotes strong employee relations, job satisfaction, motivation, and productivity—helping us to build a creative and inclusive workforce. By embedding equal opportunities into our practices, we aim to help everyone at CREFFIELDS (TIMBER & BOARDS) reach their full potential while ensuring the talents and resources of our workforce are utilised to their fullest.

Equal Opportunities in Employment

Recruitment & Selection

At CREFFIELDS (TIMBER & BOARDS), we ensure that:

- Job descriptions and requirements reflect only what is necessary for effective performance of the role, based on objective criteria.
- All applicants are treated equally and fairly throughout the recruitment process.
- Selection decisions are based solely on merit, in line with the skills, qualifications and experience required for the vacancy.

Employment & Development

Once employed, we are committed to ensuring:

- Equal access to learning, development, and career progression.
 - Fair and transparent terms and conditions of service.
 - A safe working environment, free from discrimination, bullying, harassment, or victimisation, with all complaints investigated promptly and appropriately.
 - A workplace culture where every individual's identity and background are valued and respected.
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Positive About Disability

We value diversity in our workforce and are committed to promoting equality and eliminating discrimination.

In line with the Equality Act 2010, we will provide support and make reasonable adjustments to ensure equal access and full participation in both recruitment and employment.

Creffields

(TIMBER & BOARDS) LTD

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Examples of adjustments include:

- Adjusting interview times or formats
- Allowing additional time for tests
- Providing specialist equipment or support (e.g. a reader or scribe)

Applicants and employees are encouraged to inform us of any requirements so that we can ensure appropriate support is provided.