decadent

CATERING LTD
CATERING FOR ALL OCCASIONS

Equal Opportunities Policy

1. Policy Statement
Decadent Catering Ltd (“the Employer”) is committed to promoting equal opportunities and ensuring that all employees, workers, applicants, and others associated with our business are treated fairly, with dignity and respect.
All employment decisions are based on merit, ability, and legitimate business needs. We do not unlawfully discriminate, harass, or victimise any individual on the basis of a Protected Characteristic as defined by the Equality Act 2010.

Protected Characteristics include:

- 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

This policy applies to all stages of employment and all work-related activities.

This policy does not form part of any contract of employment and may be amended at any time.

2. Scope of the Policy
This policy applies to all individuals working for or on behalf of Decadent Catering Ltd, including employees, directors, officers, consultants, contractors, agency workers, casual staff, trainees, interns, volunteers, part-time staff, and fixed-term staff (“Staff”).
The principles of equal opportunities also apply to how Staff treat customers, clients, suppliers, visitors, and former staff members.

3. Responsibility for Equal Opportunities

- The Board of Directors has overall responsibility for compliance with this policy and equality legislation.

- The Operations Manager has day-to-day responsibility for implementation and monitoring.
- All Staff are responsible for complying with this policy and treating others with dignity and respect.
- Managers have additional responsibility to lead by example and ensure fair practices.

4. Forms of Discrimination

4.1 Direct Discrimination
Treating someone less favourably because of a Protected Characteristic, whether actual, perceived, or due to association.

4.2 Indirect Discrimination
Applying a provision, criterion, or practice that disadvantages individuals with a Protected Characteristic and is not a proportionate means of achieving a legitimate aim.

4.3 Victimisation
Treating someone unfavourably because they have made or supported a complaint of discrimination.

4.4 Harassment
Unwanted conduct related to a Protected Characteristic or of a sexual nature that violates dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

A single incident may constitute harassment. Intent is not required.

5. Disability & Reasonable Adjustments
The Employer is committed to supporting disabled Staff and applicants and will make reasonable adjustments where required.

Staff are encouraged to discuss any disability-related needs with the Operations Manager. Information will be treated confidentially so far as reasonably practicable.

Managers who are aware or suspect that a Staff member may be disabled must seek advice to ensure legal obligations are met.

6. Fair Employment Decisions
All employment decisions relating to recruitment, promotion, training, discipline, redundancy, and dismissal will be based on objective, job-related criteria.
Managers must ensure criteria are proportionate, justified, and based on legitimate business needs.

7. Recruitment & Selection
Managers involved in recruitment must:

- Use fair, relevant, and proportionate selection criteria
- Advertise roles appropriately and avoid unjustified informal recruitment
- Avoid discriminatory language or stereotyping
- Not ask about health, disability, pregnancy, or Protected Characteristics prior to an offer (unless legally permitted)
- Carry out right-to-work checks for all employees regardless of nationality

7.1 Monitoring
Anonymised equality monitoring data may be collected for review purposes only. Participation is voluntary and does not influence recruitment decisions.

8. Training, Development & Promotion
Training and development opportunities will be accessible based on role requirements and performance.

Promotion decisions will be made on merit. Workforce diversity will be monitored to identify and remove unjustified barriers to progression.

9. Terms, Conditions & Benefits
Terms of employment, access to benefits, and facilities will be reviewed regularly to ensure fairness and compliance.

Part-time and fixed-term staff will not be treated less favourably than comparable staff unless objectively justified.

10. Discipline, Grievances & Termination
Disciplinary procedures, grievance handling, redundancy selection, and termination decisions will be applied fairly and without discrimination.

Breaches of this policy may result in disciplinary action, up to and including summary dismissal.

Individuals may be personally liable for acts of discrimination, and some conduct may constitute a criminal offence.

11. Reporting Discrimination
Staff who believe they have experienced or witnessed discrimination, harassment, or victimisation should raise concerns promptly via:

- The Employer's Grievance Procedure, or
- The Operations Manager

Concerns raised in good faith will be treated confidentially where possible and without fear of retaliation.

12. Dignity at Work & Anti-Bullying

12.1 Statement
Decadent Catering Ltd is committed to a working environment where all Staff are treated with dignity and respect. Bullying, harassment, intimidation, and unacceptable behaviour will not be tolerated.

12.2 Scope
This applies to conduct:

- In the workplace
- At work-related events or training
- At work-related social events
- Via digital communications connected to work

12.3 Bullying
Bullying is offensive, intimidating, malicious, or insulting behaviour, or misuse of power that undermines or humiliates another person.
Examples include:

- Verbal abuse or shouting
- Unjustified criticism or humiliation
- Spreading rumours
- Deliberate exclusion
- Abuse of authority

Bullying does not need to relate to a Protected Characteristic.

12.4 Cyberbullying
Bullying or harassment via email, messaging platforms, or social media is prohibited where it affects working relationships.
12.5 What Is Not Bullying

Reasonable management actions, such as performance management or disciplinary procedures, do not constitute bullying when carried out appropriately.

12.6 Reporting
Concerns should be raised informally where appropriate or formally via the Grievance Procedure or to the Operations Manager.

12.7 Protection from Victimisation
No Staff member will suffer retaliation for raising concerns in good faith
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12.8 Investigation & Outcomes
Complaints will be investigated fairly and impartially. Proven bullying or harassment may result in disciplinary action up to and including summary dismissal.

12.9 Training
Managers will receive guidance on dignity at work responsibilities, and awareness will be promoted across the business.

13. Non-Compliance
Failure to comply with this policy will be treated seriously and may result in disciplinary action.

14. Review of Policy
This policy will be reviewed regularly by the Board of Directors to ensure legal compliance and effectiveness.

Staff are encouraged to raise questions or suggest improvements by contacting the Operations Manager.