

HC INNOVATIONS MANAGEMENT SYSTEM



Document Title: POL03 Equality Policy
Responsibility: Senior Management

SCOPE

This policy applies to the Integrated Management System (IMS) operated by HC Innovations Ltd.

RESPONSIBILITY

Senior Management

Senior Management is responsible for keeping this policy up to date.

DOCUMENT HISTORY

Issue	Date	Details of amendment / change	Responsibility
1	12.06.18	First issue	QE Advisor
2	05.03.20	Reviewed and signed for 2020 incorporating change of company name.	Andrew Davis
3	19.01.21	Wet wipes manufacturing addition	Andrew Davis
4	08.04.22	Reviewed and signed for 2022	Andrew Davis



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Equality Policy

HC Innovations Ltd, based in Perth, provides our clients with a 'total solution' for their Roll Wet Wipes and Cleaning Equipment requirements. We specialise in the manufacturing of wet wipes and procurement and supply of cleaning supplies and operate a dedicated delivery network of vehicles operating nationwide. We are committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- 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
- 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
- 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
- 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

A handwritten signature in blue ink that reads 'Andrew Davis'.

Andrew Davis
Director

April 2022