

# Equality and Diversity Policy

## 1. Policy Statement

Rosbo LTD is committed to promoting equality, diversity and inclusion in all aspects of its business activities. We aim to create a working environment where individuals are treated with dignity and respect and where discrimination, harassment and victimisation are not tolerated.

We are committed to operating in accordance with the Equality Act 2010 and ensuring fair treatment in recruitment, employment, subcontractor engagement and service delivery.

At the same time, as a construction and roofing contractor operating in high-risk environments (including working at height, manual handling and use of powered equipment), we recognise that certain roles require individuals to meet specific physical capability and safety standards in order to perform the job safely and effectively.

This policy applies to:

- Employees
- Subcontractors
- Job applicants
- Clients
- Suppliers
- Members of the public interacting with our business

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## 2. Our Commitment

Rosbo LTD will:

- Provide equal opportunities in recruitment and engagement
- Ensure employment decisions are based on merit and competence
- Prevent unlawful discrimination
- Promote an inclusive and respectful working environment
- Make reasonable adjustments where appropriate and practicable
- Take prompt action against discriminatory behaviour

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## 3. Protected Characteristics

We do not unlawfully discriminate based on:

- Age

## **Rosbo LTD T/A Rosbo Roofing, Carpentry & Skylights**

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- Disability
  - Gender reassignment
  - Marriage or civil partnership
  - Pregnancy or maternity
  - Race (including colour, nationality and ethnic origin)
  - Religion or belief
  - Sex
  - Sexual orientation
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## **4. Recruitment & Selection**

All recruitment and subcontractor selection will be based on:

- Relevant skills
- Experience
- Qualifications
- Competence
- Ability to safely perform the required duties

Job descriptions will clearly outline the physical and safety requirements of the role where applicable.

We will:

- Avoid discriminatory language in job adverts
  - Apply consistent selection criteria
  - Conduct fair and objective interviews
  - Retain recruitment records appropriately
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## **5. Physical Capability & Genuine Occupational Requirements**

Due to the nature of roofing, carpentry and skylight installation work, roles often involve:

- Working at height
- Climbing ladders and scaffolding
- Manual handling of heavy materials
- Use of power tools and machinery
- Exposure to varying weather conditions
- Maintaining balance and coordination in elevated environments

For health and safety reasons, and in compliance with workplace safety regulations, individuals undertaking site-based roles must be physically capable of performing the essential duties of the job safely.

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This requirement is not discriminatory but is considered a legitimate and proportionate occupational requirement necessary to:

- Protect the individual
- Protect co-workers
- Protect clients and the public
- Comply with health and safety legislation

Where a candidate or worker has a disability, Rosbo LTD will:

- Consider reasonable adjustments
- Assess whether duties can be modified
- Evaluate alternative roles where appropriate

However, adjustments will not be made where doing so would:

- Compromise safety
- Create significant risk
- Prevent the essential functions of the role from being performed

Health and safety will always remain the overriding priority.

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## **6. Disability & Reasonable Adjustments**

Rosbo LTD is committed to supporting individuals with disabilities wherever reasonably practicable.

We will:

- Assess reasonable workplace adjustments
- Modify administrative roles where possible
- Consider flexible working arrangements (where suitable)

Examples may include:

- Adjusted working hours
- Modified administrative duties
- Assistive equipment for office-based tasks

However, where the core role requires working at height or heavy manual handling, and these functions cannot be safely adjusted, the individual must be physically capable of carrying out those duties safely.

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## **7. Harassment & Bullying**

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Harassment, bullying or victimisation will not be tolerated.



This includes:

- Offensive language
- Derogatory comments
- Intimidation
- Exclusion
- Physical or verbal abuse

Any individual found engaging in discriminatory or abusive conduct may face disciplinary action or termination of subcontractor engagement.

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## 8. Workplace Conduct

All employees and subcontractors are expected to:

- Treat colleagues with respect
- Maintain professional conduct on client sites
- Avoid discriminatory language
- Challenge inappropriate behaviour where safe to do so

Professional conduct is essential both internally and when representing Rosbo LTD on client premises.

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## 9. Training & Awareness

Rosbo LTD will:

- Promote awareness of equality principles
- Ensure management understand their responsibilities
- Review policies periodically
- Encourage reporting of concerns

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## 10. Reporting Concerns

Any individual who believes they have been subject to discrimination, harassment or unfair treatment should report the matter to the Director.

All complaints will:

- Be treated confidentially

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- Be investigated fairly
- Be addressed promptly

Victimisation of individuals raising genuine concerns will not be tolerated.

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## 11. Monitoring & Review

This policy will be:

- Reviewed annually
- Updated to reflect legislative changes
- Evaluated following any serious complaint

Recruitment practices and workforce composition may be reviewed to ensure fair processes are being applied.

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## 12. Responsibility

The Director of Rosbo LTD has overall responsibility for implementation of this policy.

All employees and subcontractors share responsibility for:

- Upholding equality principles
  - Promoting inclusion
  - Ensuring safety standards are maintained
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## 13. Policy Commitment

Rosbo LTD is committed to:

- Equal opportunity
- Fair and merit-based recruitment
- Inclusive workplace practices
- Lawful compliance
- Maintaining high safety standards

We believe equality and safety are not conflicting principles — they operate together to create a fair, professional and responsible working environment.

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