

# Equality, Diversity and Equal Opportunities Policy

Webjects Limited – compliance with the Equality Act 2010

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**COMPANY** Webjects Limited (10521644)

**VERSION** 1.0

**ADOPTED** September 2025

**REVIEW CYCLE** Annually – each September

**NEXT REVIEW** September 2026

**APPROVED BY** Chris Gardner, Director

**LEGISLATION** Equality Act 2010

## PURPOSE

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This policy sets out how Webjects Limited promotes equality, values diversity and provides equal opportunities — both as an employer and as a provider of services to our clients and the public. It explains our commitments under the **Equality Act 2010**, what we expect of everyone who works with us, and how anyone can raise a concern if they believe they have been treated unfairly.

We are a very small company. This policy is written to be honest about our size and proportionate to it: we do not pretend to have large-corporate structures, but the principles below are applied consistently to every decision we make about people and the work we deliver.

## SCOPE

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This policy applies to:

- the **directors** of Webjects Limited;
- any **employees**, now or in the future;
- **associates, contractors and freelancers** engaged to deliver Webjects work;
- our dealings with **clients, suppliers, applicants and members of the public**, including the users of the websites and digital services we build.

It covers every stage of the working relationship — recruitment and engagement, day-to-day working practices, training and development, pay and progression, and the ending of any engagement — as well as the way we treat the people who use our services.

## POLICY STATEMENT

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**Our commitment:** Webjects Limited is committed to treating everyone fairly, with dignity and respect. We will not tolerate discrimination, harassment or victimisation of any kind. We recognise and value the differences that individuals bring, and we make decisions about people on the basis of merit, ability and the genuine requirements of the work — never on the basis of a protected characteristic.

The Equality Act 2010 protects people from unfair treatment because of **nine protected characteristics**:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race

- religion or belief
- sex
- sexual orientation

We are committed to ensuring that no one who works with us, applies to work with us, or uses our services is treated less favourably because of any of these characteristics.

### The conduct we prohibit

In line with the Equality Act 2010, the following are unlawful and are not permitted at Webjects under any circumstances:

PROHIBITED CONDUCT	WHAT IT MEANS
<b>Direct discrimination</b>	Treating someone less favourably than another person because of a protected characteristic.
<b>Indirect discrimination</b>	Applying a rule, policy or way of working that applies to everyone but puts people who share a protected characteristic at a particular disadvantage, where this cannot be objectively justified.
<b>Discrimination arising from disability</b>	Treating a disabled person unfavourably because of something connected with their disability, where this cannot be objectively justified.
<b>Failure to make reasonable adjustments</b>	Failing to take reasonable steps to remove or reduce a disadvantage faced by a disabled person.
<b>Harassment</b>	Unwanted conduct related to a protected characteristic that has the purpose or effect of violating someone's dignity, or of creating an intimidating, hostile, degrading, humiliating or offensive environment.
<b>Victimisation</b>	Treating someone badly because they have made, or supported, a complaint about discrimination, or because they might do so.

## RESPONSIBILITIES

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**The Director** holds overall responsibility for this policy, is the point of contact for any concern about equality, diversity or fair treatment, and is responsible for keeping the policy up to date and making sure it is applied in practice.

**The directors** are responsible for leading by example, for making fair and consistent decisions about people and work, and for acting promptly on any concern that is raised.

**Everyone who works with or for Webjects** — employees, associates, contractors and freelancers — is responsible for:

- treating colleagues, clients, suppliers and members of the public with dignity and respect;
- not engaging in, encouraging or ignoring discrimination, harassment or victimisation;

- co-operating with any reasonable adjustment put in place for a colleague or a client;
- raising a concern if they witness or experience unfair treatment.

## WHAT THIS MEANS IN PRACTICE

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**Recruitment and engagement.** When we recruit or engage anyone, we base our decisions on the skills, experience and qualities the work genuinely requires. We do not ask questions, or make assumptions, about protected characteristics that are not relevant to the role, and we make any reasonable adjustment a candidate needs to take part in the process fairly.

**Working practices.** Decisions about workload, development, opportunity and pay are made on merit. Banter, jokes or comments that single out a protected characteristic are not acceptable, and we treat them as a matter to be addressed, not overlooked.

**Contractors and associates.** Because much of our delivery relies on associates and freelancers, we extend the same standards to those relationships. We expect the people we engage to uphold this policy, and we expect to be held to it ourselves in return.

**Clients and the public.** As a provider of services, we do not refuse, downgrade or vary our service to anyone because of a protected characteristic. We are mindful that the duty to make reasonable adjustments for disabled people is an **anticipatory duty** — we think ahead about what disabled people may need rather than waiting to be asked — and we welcome requests for information in an accessible format.

**Reasonable adjustments and accessibility.** Where a colleague, applicant or client is disabled, we will discuss and make reasonable adjustments so they are not placed at a disadvantage — for example, flexible arrangements, adjusted communication methods, or accessible documents.

Accessibility is part of our day-to-day work:

- we build and test the websites and digital services we deliver against the **Web Content Accessibility Guidelines (WCAG) 2.2 at Level AA** — the recognised UK standard for digital accessibility and the benchmark used by the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. Meeting it supports our clients in discharging both those regulations and the Equality Act 2010 duty to make reasonable adjustments online;
- this matters in particular for our public-sector, charity and education clients, whose own users must be able to reach services regardless of disability;
- we treat accessible design as a baseline of good work, not an optional extra.

We apply to the products we build the same standards we hold ourselves to as an organisation.

## HOW TO RAISE A CONCERN

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If you believe you have been treated unfairly, discriminated against, harassed or victimised — or you have witnessed it happen to someone else — please raise it. We would always rather know.

1. **Raise it directly.** Wherever you feel able to, speak to **the Director**, in person, by phone, or by email at **info@webjects.co.uk**.
2. **Put it in writing if you prefer.** You can set out your concern in an email or note. It helps to include what happened, when, and who was involved, but a concern will be taken seriously however it is raised.
3. **What happens next.** The Director will acknowledge your concern, look into it fairly and without delay, keep it as confidential as is practical, and tell you the outcome. No one will be treated badly for raising a genuine concern — doing so is itself protected under the Equality Act 2010.

Given our size, we do not operate a formal multi-stage grievance bureaucracy; we deal with concerns directly, promptly and fairly. If a concern cannot be resolved internally, you retain your right to seek advice from **Acas** (acas.org.uk) or the **Equality Advisory and Support Service** (equalityadvisoryservice.com), and ultimately to bring a claim before an employment tribunal or court.

## CONSEQUENCES OF A BREACH

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We take any breach of this policy seriously. Depending on the circumstances and the role of the person involved, a breach may lead to:

- the matter being investigated and addressed directly;
- corrective action, including the ending of an employment, associate or contractor engagement;
- referral to the appropriate authorities where conduct may also be unlawful.

Discrimination, harassment and victimisation can give rise to personal as well as organisational liability under the Equality Act 2010. Acting in good faith on this policy protects both the individuals involved and Webjects.

## MONITORING AND REVIEW

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The Director monitors how this policy works in practice — including any concerns raised and how they were resolved — and uses what we learn to improve. Because of our size, monitoring is light-touch and proportionate rather than formal statistical reporting.

This policy is reviewed **annually each September**, and sooner if the law changes or our circumstances change materially. Updates are approved by the Director before they take effect.

## LEGAL FRAMEWORK

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This policy is made under, and should be read alongside, the following UK legislation and guidance:

- **Equality Act 2010** — the governing legislation. Key provisions: the protected characteristics (section 4); direct discrimination (section 13); discrimination arising from disability (section 15); indirect discrimination (section 19); the duty to make reasonable adjustments (sections 20–21); harassment (section 26); and victimisation (section 27). Part 3 governs **services and public functions**; Part 5 governs **work and employment**. (*legislation.gov.uk*)

- **Equality and Human Rights Commission (EHRC)** – the UK regulator for equality law. Its statutory Codes of Practice on Employment and on Services, Public Functions and Associations, and its guidance for businesses, set the standard we follow. ([equalityhumanrights.com](http://equalityhumanrights.com))
- **GOV.UK guidance** on discrimination, equality and accessibility, including guidance that meeting **WCAG 2.2 Level AA** is the recognised standard for digital accessibility and supports compliance with both the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and the Equality Act 2010's reasonable-adjustment duty for digital content. ([gov.uk](http://gov.uk); [w3.org/TR/WCAG22](http://w3.org/TR/WCAG22))

This policy applies the law of **England and Wales** and is intended to be read in plain English. It is proportionate to the size and activities of Webjects Limited and does not create contractual rights beyond those provided by law.

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