

Equality, Diversity & Inclusion Policy

Spruse Cleaning Services Ltd

Company No: 15507103

Date: 12th January 2026

Review Date: 12th January 2027

Approved by: Holly Adcroft, Managing Director

Policy Statement

Spruse Cleaning Services Ltd is committed to encouraging equality, diversity and inclusion within our workforce and eliminating unlawful discrimination.

Our aim is for all employees to feel respected, valued and able to perform to the best of their ability. We are also committed to preventing unlawful discrimination in the provision of our services to clients, customers and members of the public.

Purpose of this Policy

This policy aims to:

1. Provide equality, fairness and respect for all employees, whether temporary, part-time or full-time.
2. Ensure compliance with the Equality Act 2010 and prevent unlawful discrimination based on the protected characteristics of:
 - 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
- 3. Oppose and prevent all forms of unlawful discrimination in:
 - Recruitment and selection
 - Pay and benefits
 - Terms and conditions
 - Training and promotion
 - Grievance and disciplinary procedures
 - Dismissal and redundancy
 - Flexible working requests

Our Commitments

Spruse Cleaning Services Ltd commits to:

- Promoting a workplace free from bullying, harassment, victimisation and unlawful discrimination.
- Treating all complaints seriously and investigating them fairly under our grievance and disciplinary procedures.
- Making employment decisions based on merit, skills and suitability for the role.
- Providing reasonable adjustments where required for individuals with disabilities.
- Offering equal access to training, development and progression opportunities.
- Reviewing employment practices periodically to ensure fairness and compliance with legislation.

All staff are expected to treat colleagues, clients and members of the public with dignity and respect. Breaches of this policy may result in disciplinary action.

Responsibilities

The Managing Director has overall responsibility for implementing and reviewing this policy. All employees are responsible for supporting equality, diversity and inclusion in their day-to-day conduct.

Monitoring & Review

This policy will be reviewed annually or earlier if there are changes in legislation or business operations.



Signed: *Holly Adcroft*

Holly Adcroft
Managing Director
Date: 12th January 2026

