

INTEXCLEAN

CLEANING SPECIALIST SERVICES

EQUAL OPPORTUNITIES & DIGNITY AT
WORK POLICY

Document	Equal Opportunities & Dignity at Work Policy
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Review	At least annually and following material legal or operational change
Approved by	Intexclean Management

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1. Commitment

Intexclean is committed to equal opportunity and to a working environment in which everyone is treated with dignity and respect. Unlawful discrimination, harassment, sexual harassment, bullying, victimisation and intimidation are not tolerated.

2. Scope

This policy applies to recruitment, employment, training, promotion, pay, benefits, allocation of work, disciplinary and grievance processes, termination and interactions with clients, contractors, suppliers and other third parties.

3. Equal Opportunity

Employment decisions will be based on objective job-related criteria, skills, experience, qualifications, performance and legitimate business requirements. Intexclean will not unlawfully discriminate because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

4. Dignity at Work

- Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment is unacceptable.
- Bullying may include persistent or serious insulting, intimidating, undermining, excluding, threatening or humiliating behaviour.
- Sexual harassment and less favourable treatment because a person submitted to or rejected sexual harassment are prohibited.
- Harassment or abuse through email, messaging, social media, images, jokes, gestures or other digital communications is covered by this policy.

5. Reasonable Adjustments

Intexclean will consider reasonable adjustments for disabled applicants and workers where required, including adjustments to recruitment processes, working arrangements, equipment, training or workplace practices.

6. Recruitment, Training and Promotion

Recruitment and progression processes will be designed to identify the most suitable person for the role using relevant and proportionate criteria. Managers involved in recruitment, supervision and allocation of work are expected to apply this policy consistently.

7. Raising a Concern

Anyone who believes they have experienced or witnessed discrimination, harassment, bullying or victimisation should raise the matter promptly with their line manager or another appropriate manager. Concerns will be taken seriously and handled as confidentially as reasonably possible.

8. No Retaliation

No person should be subjected to retaliation or victimisation for raising a genuine concern, supporting a complaint or participating in an investigation. Deliberately false allegations made in bad faith may themselves be addressed under the appropriate procedure.

9. Breaches

Breaches may result in disciplinary or contractual action and serious misconduct may amount to gross misconduct. Intexclean may also take appropriate action where unacceptable conduct is committed by a client, supplier, contractor or other third party.

Policy owner: Intexclean Management

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This policy is intended as an internal company policy and website document. It should be reviewed alongside current UK legislation and official guidance as the business grows or its processing, workforce or supply-chain arrangements change.