



Equality, Diversity, and Inclusion Policy

At Advanced Fuel Development Limited, we are deeply committed to fostering a culture of equality, diversity, and inclusion within our workforce. We believe in eliminating unlawful discrimination, ensuring that every employee feels valued, respected, and empowered to give their best. Our goal is to create a work environment that truly represents all sections of society and our customers.

In providing goods, services, and facilities, we are also committed to preventing unlawful discrimination against customers or the public.

Purpose of this Policy

The purpose of this policy is to:

1. Ensure equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.
2. Comply with the Equality Act 2010 and avoid unlawful discrimination based on:
 - 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, especially in:
 - Pay and benefits
 - Employment terms and conditions
 - Grievance and disciplinary procedures
 - Dismissal and redundancy
 - Parental leave
 - Requests for flexible working
 - Selection for employment, promotion, training, or any developmental opportunities.

Advanced Fuels Development Limited

Address: The Court | The Street | Charmouth | England | DT6 6PE **Tel:** +447970162225

Company Number: 14540171

Our Commitments

We commit to the following principles:

1. Encourage Equality, Diversity, and Inclusion

We actively promote equality, diversity, and inclusion as essential aspects of good business practice and ethical leadership.

2. Create a Safe, Respectful Workplace

We are dedicated to maintaining a work environment free from bullying, harassment, victimisation, and unlawful discrimination. Every individual's differences and contributions are respected, and dignity is upheld for all.

All managers and employees will be trained to understand their rights and responsibilities under this policy. Each individual is expected to contribute to promoting equal opportunities and preventing bullying, harassment, victimisation, and discrimination.

Both the employer and employees can be held accountable for any acts of bullying, harassment, victimisation, or unlawful discrimination against other employees, customers, suppliers, or the public.

3. Handle Complaints Seriously

All complaints of bullying, harassment, victimisation, or unlawful discrimination—whether from employees, customers, suppliers, visitors, or the public—will be handled seriously. Such acts will be treated as misconduct under our disciplinary procedures, and appropriate actions will be taken. Serious complaints could lead to dismissal without notice, particularly in cases of gross misconduct.

Additionally, acts of sexual harassment or harassment under the Protection from Harassment Act 1997 may result in both employment and criminal proceedings.

4. Provide Equal Opportunities for Development

We are committed to providing equal opportunities for training, development, and progress to all employees. We aim to help everyone develop their full potential, allowing the organisation to maximise the talents and resources of its workforce.

5. Make Merit-Based Decisions

All decisions regarding employment, promotion, and other career opportunities will be made based on merit, except where exemptions are necessary under the Equality Act.

6. Regularly Review Employment Practices

We will regularly review and update our employment practices and procedures to ensure fairness and compliance with changes in the law.

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7. Monitor and Evaluate Progress

We will monitor the composition of our workforce regarding factors such as age, gender, ethnic background, sexual orientation, religion or belief, and disability. This information will help us to assess the effectiveness of our policy and action plans in promoting equality, diversity, and inclusion. We will review our progress annually and take action to address any issues identified.

Agreement to Follow this Policy

This Equality, Diversity, and Inclusion Policy is fully supported by senior management and has been agreed upon with employee representatives and trade unions.

Grievance and Disciplinary Procedures

Details of our grievance and disciplinary procedures are available from the office manager or any director. Employees are encouraged to raise any concerns with their line manager or another appropriate representative.

Using the organisation's grievance or disciplinary procedures does not affect an employee's right to file a claim with an employment tribunal within three months of the alleged discriminatory act.

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