

Club Travel
Equality and Diversity Policy 2025



1. Policy Statement

Club Travel Ltd is committed to promoting equality, diversity, and inclusion in all aspects of our work. We value and respect the unique contributions of every individual, whether employee, passenger, or service user, and are dedicated to providing an environment free from discrimination, harassment, and victimisation.

This policy applies to all employees, including drivers, passenger assistants, administrative staff, contractors, volunteers, and all service users.

2. Our Commitment

We will:

- Promote equal opportunities and fairness for all
- Recognise and value individual differences and perspectives
- Prevent discrimination, harassment, bullying, and victimisation
- Ensure our services are accessible and inclusive
- Comply fully with all relevant equality legislation, including the Equality Act 2010
- Foster a culture of respect, dignity, and understanding

3. Scope

This policy applies to all areas of Club Travel Ltd operations, including recruitment, training, promotion, service delivery, and daily working practices.

4. Protected Characteristics

In line with the Equality Act 2010, Club Travel Ltd prohibits discrimination on the basis 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
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5. Responsibilities

- **Management:** Ensure policies and procedures promote equality and diversity, provide training, and lead by example.
 - **Employees:** Treat colleagues and service users with respect and report any breaches of this policy.
 - **Human Resources:** Monitor recruitment and employment practices for fairness and compliance.
 - **Everyone:** Help create an environment free from discrimination and harassment.
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6. Recruitment and Selection

Club Travel Ltd will:

- Use fair and transparent recruitment practices
 - Ensure job adverts, interviews, and selection criteria do not discriminate
 - Make reasonable adjustments for candidates with disabilities
 - Promote diversity in all recruitment campaigns
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7. Training and Development

- Provide equality and diversity training to all staff as part of induction and ongoing professional development
 - Ensure managers and supervisors understand their role in promoting an inclusive workplace
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8. Harassment and Bullying

- Any form of harassment or bullying based on protected characteristics will not be tolerated
 - Complaints will be taken seriously and dealt with promptly and confidentially
 - Support will be offered to victims, and disciplinary action taken against perpetrators if warranted
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9. Accessibility

- Club Travel Ltd is committed to making reasonable adjustments to accommodate the needs of employees and service users with disabilities

- We strive to ensure all vehicles and services are accessible and inclusive wherever possible
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10. Monitoring and Reporting

- Equality and diversity outcomes will be monitored through staff surveys, service user feedback, and data analysis
 - Any issues will be addressed through action plans and policy updates
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11. Review

This policy will be reviewed annually or as required by changes in legislation or organisational priorities.

Next review due: April 2026

12. Contact Information

For questions, concerns, or reports related to equality and diversity, please contact:

Sajid Hussain

Director, Club Travel Ltd

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Club Travel Ltd is proud to be an equal opportunity employer and service provider committed to diversity and inclusion.