FIR Policy

Fairness, Inclusion & Respect

Astraseal is committed to ensuring that fairness, inclusion and respect are embedded in every aspect of our work. As a UK manufacturer and installer in the fenestration sector, we recognise that our success depends on valuing the contributions of every employee, sub-contractor, customer and stakeholder. We aim to create a workplace where everyone is treated fairly, feels included and is respected in accordance with CITB FIR principles. Astraseal does not tolerate discrimination, bullying, harassment or victimisation in any form.

The purpose of this policy is to establish a positive working environment founded on dignity, trust and respect. It sets out Astraseal's commitment to providing equal access to opportunities and fostering a diverse and inclusive workforce. It ensures our working practices comply with the Equality Act 2010 and industry-wide FIR standards, while providing clarity on the behaviours expected from everyone representing the company.

This policy applies to all individuals working for or with Astraseal, including permanent and temporary employees, apprentices, site operatives, sub-contractors' suppliers, agency personnel and visitors. It applies across all Astraseal workplaces, including offices, manufacturing facilities, customer sites and any form of digital communication connected to work activities.

Our Commitment

Fairness

> Astraseal is committed to making decisions that are fair, transparent and based solely on merit. We ensure that all individuals have equal access to recruitment, development and progression opportunities. We will also work to identify and remove any barriers that may prevent full participation in the workplace.

Inclusion

> We aim to build an inclusive culture where everyone feels valued and able to contribute fully. Astraseal promotes open communication, encourages collaborative working and recognises that flexibility, where reasonable and appropriate, supports different needs and circumstances within our workforce.

Respect

> Respect is central to how we operate. Astraseal expects all colleagues, clients and partners to be treated with courtesy and professionalism. We maintain a zero-tolerance approach to disrespectful behaviour and strive to create a supportive and cooperative working environment.

Astraseal prohibits discrimination on the grounds of age, disability, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Harassment, bullying, intimidation, threats, exclusionary conduct, misuse of power and any form of verbal, physical or online abuse are unacceptable. Victimisation of anyone who raises concerns or supports others in doing so is also strictly forbidden. Any breach of this policy may result in disciplinary action.

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Roles and Responsibilities

Senior Management

Senior leaders are responsible for promoting and demonstrating a culture of fairness, inclusion and respect. They must ensure the appropriate resources training and support are available and that this policy is implemented consistently across the organisation.

Managers and Supervisors

Managers and Supervisors are expected to lead by example, uphold standards of behaviour and address FIR issues promptly and effectively. They must foster an inclusive environment and support team members in understanding and adhering to this policy.

Employees and Sub-contractors

Every individual representing Astraseal is responsible for treating others with respect and ensuring their behaviour reflects this policy. Employees and subcontractors are expected to challenge inappropriate behaviour where safe to do so or report it through the proper channels.

Raising Concerns

Astraseal encourages anyone who experiences or witnesses unacceptable behaviour to raise concerns as soon as possible. Issues can be reported directly to a line manager, a supervisor or a member of the HR team. All concerns will be treated seriously and sensitively, with confidentiality respected wherever possible. No individual will suffer detriment for reporting an issue in good faith.

Training and Awareness

Astraseal will provide appropriate FIR training in line with CITB recommendations. FIR principles will form part of employee inductions; toolbox talks and ongoing professional development. The company will regularly review levels of awareness to ensure that employees and sub-contractors understand their responsibilities and uphold the standards we set.

Monitoring and Review

Astraseal will monitor progress in relation to this policy through employee feedback, reporting data and internal review. The policy will be reviewed annually or earlier if required by legislative changes, industry guidance or organisational developments.