



Equality, Diversity & Inclusion Policy

Prepared to outline CourierForce Logistics Ltd's commitment to equality, diversity, inclusion, and the promotion of a fair, respectful, and professional working environment.

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COURIERFORCE LOGISTICS LIMITED
Company Registration Number: 06375736





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Introduction

CourierForce Logistics Ltd recognises that a diverse and inclusive workplace contributes to a positive working environment, supports employee wellbeing, and strengthens company performance.

As a logistics and transport provider, we work with employees, customers, suppliers, subcontractors, logistics partners, and stakeholders from a wide range of backgrounds and experiences. We believe that everyone should be treated fairly, respectfully, and with dignity.

CourierForce Logistics Ltd is committed to promoting equality of opportunity, encouraging inclusion, and maintaining a working environment free from unlawful discrimination, harassment, victimisation, and bullying.

This policy outlines our approach to equality, diversity, inclusion, and the standards of conduct expected throughout the organisation.



(1.0) Company Commitment

CourierForce Logistics Ltd is committed to:

- Providing equal opportunities throughout employment and business activities
- Treating all individuals fairly and with respect
- Promoting an inclusive and professional working environment
- Preventing unlawful discrimination, harassment, bullying, and victimisation
- Making employment-related decisions based on merit, skills, experience, and business requirements
- Encouraging diversity of backgrounds, perspectives, and experiences
- Continuously reviewing and improving equality, diversity, and inclusion practices

(2.0) Equality, Diversity & Inclusion Principles

CourierForce Logistics Ltd believes that equality, diversity, and inclusion should form part of everyday business practices and professional behaviour.

Our approach focuses on:

- Fairness and equal opportunity
- Respect and professionalism
- Inclusion and belonging
- Personal responsibility and accountability
- Open communication and mutual understanding
- Continuous improvement



We recognise that maintaining an inclusive workplace requires commitment from management, employees, subcontractors, and logistics partners alike.

(3.0) Equal Opportunities

CourierForce Logistics Ltd seeks to provide equal opportunities in all areas of employment and business operations.

Employment-related decisions including recruitment, training, promotion, development, and remuneration will be based on objective business considerations, qualifications, skills, experience, and individual performance.

The company will not tolerate unlawful discrimination based on protected characteristics or any other irrelevant personal factor.

We are committed to creating an environment where individuals are able to contribute, develop, and succeed based on their abilities and professional conduct.

(4.0) Respect & Professional Conduct

CourierForce Logistics Ltd expects all employees, subcontractors, and representatives to treat others with courtesy, dignity, and respect.

The company does not tolerate:

- Harassment
- Bullying
- Victimisation
- Intimidation



- Offensive or discriminatory behaviour
- Conduct that undermines a respectful working environment

Professional conduct is expected in all workplace interactions, customer engagements, supplier relationships, and business communications.

(5.0) Recruitment & Employment Practices

CourierForce Logistics Ltd seeks to attract, recruit, and retain individuals based on their suitability for the role and the needs of the company.

Recruitment and employment decisions will seek to ensure:

- Fair and objective selection processes
- Equal access to employment opportunities
- Consistent and professional assessment practices
- Compliance with applicable employment legislation
- Consideration of reasonable workplace adjustments where appropriate

The company recognises the value of attracting talent from a broad range of backgrounds and experiences.



(6.0) Learning, Development & Progression

CourierForce Logistics Ltd is committed to supporting employee development and professional growth.

The company seeks to provide:

- Access to relevant training opportunities
- Development of professional skills and competencies
- Fair consideration of progression opportunities
- Support for operational and professional development
- Specialist training and qualifications where required to support operational, regulatory, or customer-specific requirements

We believe that development and opportunities should be based on ability, performance, business needs, and professional aspirations.

(7.0) Supporting an Inclusive Working Environment

CourierForce Logistics Ltd seeks to create a working environment where individuals feel respected, valued, and able to contribute positively.

This includes:

- Promoting respectful communication
- Encouraging collaboration and teamwork



- Supporting employee wellbeing
- Valuing different perspectives and experiences
- Maintaining professional workplace standards

The company recognises that inclusion is achieved through everyday behaviours, leadership, and mutual respect.

(8.0) Reporting Concerns

Employees are encouraged to raise concerns relating to discrimination, harassment, bullying, victimisation, or other inappropriate behaviour.

Where concerns are raised, CourierForce Logistics Ltd will seek to review and address matters appropriately, fairly, and confidentially where possible.

Reporting concerns helps support a positive workplace culture and enables the company to identify opportunities for improvement.

(9.0) Training & Awareness

CourierForce Logistics Ltd recognises the importance of equality, diversity, and inclusion awareness throughout the company.

The company will seek to provide:

- Equality and diversity awareness guidance
- Professional conduct and workplace behaviour guidance



- Inclusion awareness where appropriate
- Management guidance relating to fair employment practices
- Specialist training where required to support operational, regulatory, or customer specific requirements

Training requirements will be reviewed periodically to ensure they remain aligned with operational needs, workforce development, and evolving best practice.

(10.0) Future Objectives

Over the next 12 - 18 months, CourierForce Logistics Ltd intends to:

- Continue promoting equality, diversity, and inclusion awareness
- Review employment and recruitment practices where appropriate
- Support a respectful and inclusive workplace culture
- Encourage professional development opportunities across the workforce
- Review opportunities to further strengthen employee wellbeing and engagement
- Continue developing practical and proportionate equality and inclusion measures as the business evolves

CourierForce Logistics Ltd recognises that fostering an inclusive workplace is an ongoing process of awareness, engagement, professionalism, and continuous improvement.



(11.0) Governance & Review

Responsibility for equality, diversity, and inclusion sits across the company.

Management, employees, subcontractors, and logistics partners all play a role in promoting fair treatment, respectful behaviour, and inclusive working practices.

This policy will be reviewed annually to ensure it remains aligned with operational developments, legislative requirements, workforce needs, and recognised good practice.

(12.0) Conclusion

CourierForce Logistics Ltd recognises the importance of equality, diversity, and inclusion in creating a positive, professional, and supportive working environment.

As an SME logistics provider, our approach focuses on practical, proportionate, and professionally responsible measures that promote fairness, respect, and equal opportunity throughout the company.

Through positive workplace behaviours fair employment practices, ongoing awareness, and continuous improvement, CourierForce Logistics Ltd is committed to maintaining an inclusive environment where individuals are treated with dignity, respect, and professionalism.



(14.0) Policy Approval & Authorisation

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