

Equal Opportunities and Diversity Policy Statement



EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT

“We are committed to and support the principle of equal opportunities in employment and in the provision of services”

The following represents the policy of calfordseaden LLP, calfordseaden (Health and Safety) Limited and Knoll Rise Services Limited, hereinafter referred to as The Employer in respect of “Equal Opportunities and Diversity”.

The Employer opposes all forms of unlawful or unfair direct or indirect discrimination on the grounds of:

- sex
- race
- colour
- nationality, ethnicity or national origin
- sexual orientation
- disability
- religion or belief
- gender reassignment
- marital or civil partner status
- age (protected characteristics)

We believe that appealing to a diverse customer base and having a workforce, which reflects the communities in which it operates are good for business and in line with our commitment to conduct business ethically. We believe that it is in The Employer’s best interests, and all those who work for it, to ensure that the talents and skills of people throughout the community are considered when employment opportunities arise. The Employer will take every step to ensure that individuals are treated equally and fairly and that decisions on recruitment and selection, training, promotion and career development are taken solely on job related criteria. We welcome customers from all backgrounds and will make every effort to ensure that we meet their individual needs by adapting our services and the way in which they are delivered to make them accessible and appropriate to a diverse customer base.

Unfavourable treatment based on any of the protected characteristics will be considered contrary to The Employer’s policy under matters for disciplinary action.

calfordseaden LLP

calfordseaden (Health and Safety) Limited

Knoll Rise Services Limited



Equal Opportunities And Diversity Policy

The Partners, Members and Directors fully support the aims and objectives of this Policy Statement and all Employees are responsible for playing their part in its objectives.

We will:

- treat allegations of discrimination with the utmost seriousness including in circumstances where the members of staff concerned have had a romantic or sexual relationship.
- Examine and review existing procedures for recruitment, selection, promotion, training, discipline and dismissal and delivery of services or products.
- Monitor the workforce and our customer base and the effects and application of this Policy.
- Develop mechanisms for identifying and resolving grievances or complaints about discrimination and harassment.
- Carry out regular reviews of the Equal Opportunities and Diversity Policy.

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Paul Miller FRICS
Managing Partner/ Director
On Behalf of calfordseaden LLP
calfordseaden (Health and Safety) Limited

1 EQUAL OPPORTUNITIES POLICY

1.1 Equal opportunities should be a natural and integral part of good management practice, aimed at developing individuals to the fullest extent possible for the good of the Employees and the business. Equality of opportunity can reduce recruitment and training costs, raise morale, improve operational efficiency and Employee, client and supplier relations.

1.2 This policy does not form part of any Employee's Contract of Employment and may be amended at any time.

1.3 This policy covers all individuals working at all levels, including Senior Managers, Partners, Members, Directors, Employees, consultants, contractors, trainees, home workers, part-time and fixed-term Employees, casual workers and agency staff.

2 COMMUNICATION

2.1 This policy will be communicated to all staff and job applicants and will be placed on the Practice's intranet and website.

2.2 All staff will be consulted regularly about this policy and about related action plans and strategies through group meetings and the intranet.

2.3 All staff will receive training on this policy from our in-house Trainer, on their rights and responsibilities under the policy and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation. Unacceptable conduct includes discrimination and harassment at work-related social functions.

2.4 All new joiners to the organisation will receive training on this policy at their induction.

3 OUR COMMITMENT TO EQUAL OPPORTUNITIES

3.1 We are committed to and support the principle of equal opportunities in employment (see Policy Statement). We oppose all forms of unlawful or unfair discrimination on the grounds of the following protected characteristics:-

- sex
- race
- marriage and civil partnership
- Pregnancy and maternity
- sexual orientation
- disability

- religion and belief
- age
- gender reassignment

3.2 The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers and former staff members.

4 DEFINITIONS

4.1 The legal provision relating to discrimination and equal opportunities are contained in the Equality Act 2010.

5 RESPONSIBILITY FOR THE EQUAL OPPORTUNITY AND DIVERSITY POLICY

5.1 Our Partners, Members and Directors have overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day to day operational responsibility, including regular review of this policy, is with the Managing Partner.

5.2 All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

6 GUIDANCE FOR IMPLEMENTATION

6.1 Recruitment and Selection

6.1.1 We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Short-listing of applicants should be done by more than one person whenever possible.

6.1.2 Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. We take steps to ensure that our vacancies are advertised to a diverse labour market.

6.1.3 Job descriptions and personnel specifications should be up to date and clearly and accurately written with job titles, which are not sex biased.

6.1.4 Personnel specifications should not contain levels of qualifications or job criteria which exceed the real needs of the job. Job requirements listed must accurately

reflect educational standards, background experience, ability, fitness and other qualities needed to do the job.

6.1.5 Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Management Department approval. For example:

- questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- positive action to recruit disabled persons.
- equal opportunities monitoring (which will not form part of the decision making process).

6.1.6 Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation or gender reassignment without the approval of the Management Department (who should first consider whether such matters are relevant and may lawfully be taken into account).

6.1.7 We are required by law to ensure that all Employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective Employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the Management Department.

6.1.8 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic groups, gender, disability and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before short-listing and kept solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

6.2 Staff Training and Promotion and Conditions of Service

6.2.1 Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

6.2.2 All staff will be encouraged to develop their skills and qualifications and to take advantage of promotion and development opportunities within the organisation. All

employees carrying out work of equal value will receive equal pay, regardless of their sex, race or any other protected characteristics, and equal pay audits will be carried out on a regular basis.

- 6.2.3 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.
- 6.2.4 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 6.2.5 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.
- 6.2.6 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate. If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.
- 6.2.7 We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff and service users.
- 6.2.8 We monitor our use of fixed-term Employees and their conditions of service to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.
- 6.2.9 We monitor the conditions of service of part-time Employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately under our Flexible Working Policy.
- 6.2.10 If you believe that you may have been discriminated against, you are encouraged to raise the matter through our Grievance Procedure. If you believe that you may have been subject to harassment, you are encouraged to raise the matter through our Anti-Harassment Policy. If you are uncertain which applies or need advice on how to proceed, you should speak to the Practice Manager.

6.2.11 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

6.2.12 Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

6.3 Provision of Services

6.3.1 All customers, clients and members of the public will be treated fairly and equally and will not be discriminated against or subjected to harassment.

6.3.2 Any decision in respect of the provision of our services will not be based on prohibitive grounds.

6.3.3 Employees at all levels will be encouraged to make suggestions on how our services could be more accessible and the views of our customers or other appropriate third parties (for example the RNIB) will also be sought in this respect.

6.3.4 Widening access to our services will be part of our marketing strategy and appropriate resources will be allocated to this aspect.

7 REVIEW

7.1 This policy is reviewed by Paul Miller. Recommendations for change should be referred to him.

7.2 We will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

7.3 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting Paul Miller.

7.4 This policy and its procedures and criteria will be regularly examined and reviewed by Paul Miller and changes to those procedures and criteria will be made where they are found to be, or are potentially unlawfully discriminatory.

calfordseaden LLP

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Knoll Rise Services Limited



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Signed:

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Paul Miller FRICS
Managing Partner/Director
on behalf of
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