



## HR14 – Equality, Diversity & Inclusion Policy

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<b>calfordseaden LLP</b> <b>Calford Seaden (Health and Safety) Limited</b> <b>Knoll Rise Services Limited</b>	<b>Owner</b>	Paul Miller
	<b>Issued by</b>	Chris Manser
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The following represents the guidance of calfordseaden LLP, Calford Seaden (Health and Safety) Limited and Knoll Rise Services Limited, hereinafter referred to as calfordseaden in respect of “Equality, Diversity and Inclusion”.

### 1.0 Statement

calfordseaden is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating discrimination, unnecessary barriers to success, business blind spots and underrepresentation in the construction industry. We want our workforce to be truly representative of all sections of society and for every Employee to feel respected, encouraged and supported to be the best they can be. In this way we can better reflect the communities in which we operate, thereby achieving the best results for our clients.

A diverse and inclusive workforce improves decision-making, boosts engagement and innovation and creates a sustainable business by allowing us to be more agile to the demands of today’s world and the challenges of the future.

Therefore, we welcome people from all backgrounds and will make every effort to ensure that we meet their individual needs by adapting our working practices and premises wherever reasonably possible to make them accessible and appropriate to a diverse demographic.

We have a zero tolerance approach to discrimination of any kind based on age, disability, gender reassignment, marriage or civil partnership, [pregnancy and maternity](#), [race](#) (including colour, nationality, ethnicity and national origin), [religion or belief](#), gender or sexual orientation. We will seek to educate and influence where discrimination is borne of ignorance and will discipline when it is deliberate or persistent.

### 2.0 Our Values

Our values encompass our commitment to valuing all people and in bringing out the best in our colleagues to enable us to act in the best interest of our clients and wider society:

- being one team;
- doing the right thing;
- bringing out the best in people;
- striving for excellence;
- being true to ourselves;
- positively impacting society.

### 3.0 Definitions

#### 3.1 Equality

Equality means treating different people in different ways to ensure they are all given access to the same opportunities. It recognises that personal, cultural, and institutionalised discrimination creates and sustains privileges for some and disadvantages for others. It's about levelling the playing field to give everyone equal access to the same opportunities and its success is measured in data.

#### 3.2 Diversity

Diversity recognises that each person is different and unique and is about understanding the strengths that people's differences can bring, moving beyond tolerance and data to mutual respect, understanding and celebration of each other's differences. The success of diversity is measured in a business's ability to innovate, meet challenges, foresee problems, and understand how best to serve the wider community.

#### 3.3 Inclusion

Inclusion is a personal feeling that, whoever you are, you can feel comfortable and confident about being yourself at work, without feeling that you need to conform. It enables you to work in a way that suits you while feeling valued and adding value. Inclusion is measured in engagement and productivity.

### 4.0 What This Policy Covers

This policy applies to Members, Employees, Workers and Contractors.

calfordseaden will seek to promote the principles of equality and diversity in all its dealings with Employees, Workers, Job Applicants, Clients, Customers, Contractors, Recruitment Agencies and the Public.

Everyone who acts on calfordseaden's behalf is required to adhere to this policy when undertaking their duties or when representing calfordseaden in any other guise.

### 5.0 Purpose

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation;
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

## 6.0 Our Commitment

Our commitment is to:

- encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense;
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all our people are recognised and valued.

This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- training;
- promotion and career-development opportunities;
- terms and conditions of employment, and access to employment-related benefits and facilities;
- grievance handling and the application of disciplinary procedures;
- selection for redundancy.

We will do this by:

- training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include everyone conducting themselves to help calfordseaden provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination;
- ensuring everyone understands they, as well as us, their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public;
- taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by colleagues, customers, suppliers, visitors, the public and any others in the course of our work.
  - such acts will be dealt with as misconduct under calfordseaden's [HR13 – Grievance and Appeals Procedure](#) and/or [HR02 Disciplinary Procedure](#), and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
  - further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- making opportunities for training, development and career progress available to each individual, appropriate to their experience and abilities, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of calfordseaden;
- basing decisions concerning individuals on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act);
- reviewing employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law;
- taking appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities, for example to close our gender pay gap;

- monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
  - monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This equality, diversity and inclusion policy is fully supported by senior management and has been agreed with calfordseaden’s Diversity Champions, who in this capacity act as employee representatives.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible. Details of the calfordseaden’s grievance procedure can be found in [HR13 – Grievance and Appeals Procedure](#), alternatively, a member of HR will provide it to you on request.

## 7.0 Amendments

Date	Section	Amendment
02/22		Complete review and rewrite.
03/21		Reviewed and transferred to this new style.