

STEVENS HEWLETT & PERKINS EQUALITY AND DIVERSITY POLICY

1.0 Introduction

1.1 The Company is an equal opportunities employer. We are committed to equality of opportunity, providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

1.2 The terms equality, inclusion, diversity and equity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential, free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences within our teams and wider community. 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all. We will actively support diversity, equality and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

1.3 We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. Policies and practices provide a framework and information to us all, so that we can all strive to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists. These policies and practices are amended as and when necessary to keep us up to date.

1.4 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.

1.5 The Managing Partner has particular responsibility for ensuring the implementation and monitoring the Equality and Diversity Policy and, as part of this, all people policies and procedures have the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

1.6 Employees are invited to comment on this policy and suggest ways in which it might be improved by contacting the Managing Partner.

1.7 All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the team will be fully utilised to maximise the efficiency of the Company.

1.8 Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the Company.

1.9 Breaches of this policy will be dealt with in accordance with our Disciplinary Policy and Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

1.10 Whilst we hope that a conversation would be sufficient to address and resolve any issues you may experience, if that is not appropriate or hasn't worked and you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Harassment and Bullying Policy.

2.0 Our commitment as an employer

2.1 The Company is committed to:

- creating an environment in which individual differences and the contributions of our employees are recognised and valued
- everyone being entitled to a working environment that promotes dignity and respect to all; no form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all employees
- understanding that equality and inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all
- taking steps to ensure equity amongst our workforce such as ensuring that vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our Company, making adjustments to facilitate the recruitment of people with disabilities and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities
- diversity in our workforce to ensure equal opportunities throughout the Company. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
- monitoring and reviewing this policy regularly.

1.0 Our commitment as a service provider

The Company is committed to:

- providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- making sure our services are delivered equally and meet the diverse needs of our service users and clients
- taking steps to ensure equity amongst our clients and service users such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups
- senior managers being fully supportive of this policy
- monitoring and reviewing this policy as appropriate
- having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

4.0 Equal opportunity policy statements

In conjunction with our Equality Opportunities Policy, we are committed to the following:

4.1 Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

4.2 Disability

We will:

- provide any reasonable adjustments to ensure people with disabilities have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible
- challenge discriminatory assumptions about people with disabilities and
- seek to continue to improve access to information by ensuring availability of such systems and facilities which would assist access, this may include loop systems, braille facilities, alternative formatting and sign language interpretation as reasonable and appropriate
- If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you appropriately
- keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access and facilities.

4.3 Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents
- actively promote race equality and inclusion in the Company
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

4.4 Gender

We will:

- challenge discriminatory assumptions about gender
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

4.5 Sexual orientation

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ+ communities
- promote positive images of the LGBTQ+ communities

- challenge discriminatory assumptions about the LGBTQ+ communities
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

4.6 Religion or belief

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

4.7 Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our employees' during pregnancy or maternity leave.

4.8 Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status
- challenge discriminatory assumptions about the marriage or civil partnership of our employees
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

5.0 Part time and fixed term work

5.1 Terms and Conditions of Employment

Part time and fixed term employees should be treated the same as comparable full time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is objectively justified.

5.2 Equal pay

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value, unless different treatment is objectively justified.