

Equality, diversity and inclusion policy

HR Wallingford is committed to the promotion of equality of opportunity, to provide an inclusive and diverse workplace, and to avoid unlawful discrimination in employment and against customers and suppliers.

HR Wallingford understands that our employees, customers and suppliers have diverse characteristics and different experiences, needs and aspirations. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. Understanding, valuing and effectively managing these differences can result in benefits at an individual, team and organisational level.

HR Wallingford is committed to creating an inclusive working environment where individual differences are valued and respected, in which each employee is able to fulfil their potential and maximise their contribution.

We wish to ensure equality of opportunity and treatment for all and it is our aim to ensure that no employee or job applicant receives less favourable facilities or treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified.

An important aspect of ensuring equal opportunities in employment is achieving a work environment where everyone is treated with dignity and respect in line with our core values, free of harassment and bullying of any kind. HR Wallingford will not tolerate bullying, harassment or discrimination in any form and this policy sets out how conduct of this nature will be addressed.

Definitions

Equality is about the fair treatment of everyone and often linked to the legislation, The Equality Act 2010.

Diversity is the mix of people.

Inclusion is the culture in which the mix of people can come to work, feel comfortable and confident to be themselves, work in a way that suits them and delivers our business needs. Inclusion will ensure that everyone feels valued and importantly, adds value.

Bullying is behaviour from a person or group that's unwanted and makes you feel uncomfortable, including feeling intimidated, degraded, humiliated or offended.

Harassment is unwanted conduct related to relevant protected characteristics, which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, even if this effect was not intended by the person responsible for the conduct.

Objectives

We have set a number of objectives, as follows:

Equality

- HR Wallingford will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits.
- Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job and candidates for jobs or promotions at HR Wallingford shall be assessed on the basis of their suitability, capability and qualifications.
- Disability and personal or home commitments will not form the basis of employment decisions except where necessary.
- We will strive to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect.

Diversity

- We will continue to understand the current diversity of our organisation e.g. through the gender pay gap, through our engagement survey and other relevant methods.
- We will communicate how diversity contributes to our organisational values and the link to our goals and objectives.
- We will take positive action to increase the diversity of our internal and external recruitment and selection pools.
- We will continue to benchmark, measure and report our diversity and inclusion metrics allowing us to set clear goals using our own metrics and benchmarks from our engagement survey.

Inclusion

- HR Wallingford, through our Diversity working group will seek to create an inclusive workplace in which people are accepted as individuals, regardless of their differences and where they feel their contribution is valued.
- We will support our people to recognise that some groups and individuals have particular and specific requirements that need to be met if they are to enjoy working at HR Wallingford.
- We will seek to better understand staff feedback on inclusion and act upon the results.
- We will review our policies and procedures to ensure that they take appropriate account of the diverse needs of our employees, customers, and stakeholders.

Customers, suppliers and other people not employed by HR Wallingford

HR Wallingford will not discriminate unlawfully against customers, suppliers and visitors using or seeking to use goods, facilities or services provided by HR Wallingford.

If you feel you have been bullied or harassed by a customer, supplier, visitor or other third party in the course of your work, you should report the matter to your line manager immediately who will take appropriate action and not attempt to resolve it yourself.

Responsibility for the policy

To ensure that this policy is fully effective, we have appointed a Board level sponsor with responsibility for its implementation to the Directors. They will ensure that the policy is implemented within their own areas of responsibility and will deal with any matters arising, taking advice from Personnel when appropriate.

We have set up a Diversity working group who is responsible for proposing and implementing actions to support the effective implementation of this policy.

Specialist advice, training, guidelines on policy implementation, and the submission of any required reports on the policy, will be the responsibility of Personnel.

As a consequence of this we have agreed the following actions:

- to take appropriate action in accordance with the established procedures within disciplinary rules and procedures against employees who are found to infringe this policy;
- to provide guidance and training as and when required, particularly to line managers;
- to ensure that employees are aware of their responsibilities under the current Equality Act 2010;
- to monitor the outcome of the policy and to regularly examine and review existing procedures and criteria in the implementation of the policy.

Roles and responsibilities

Employees, including those working from home, whether on full-time, part-time, indefinite, fixed or temporary contracts, regardless of length of service, are responsible for playing their full part in adhering to the policy. This means becoming familiar with the policy and its requirements and carrying them out, as well as critically examining attitudes to ensure that discrimination is not allowed to affect judgement. The law and the existence of an Equality Diversity and Inclusion Policy cannot by themselves prevent unjustified discrimination. You can help to do this by:

- Treating your colleagues with dignity and respect; valuing the differences that exist between people and cultures
- Being aware of how your own behaviour may affect others and changing it, if necessary - you can still cause offence even if you are "only joking";
- Being aware of the forms which unjustified discrimination can take, to guard against them and to avoid any action that might influence others to discriminate unfairly
- Taking a stand if you think inappropriate jokes or comments are being made;

- Making it clear to others when you find their behaviour unacceptable, unless it should be obvious in advance that this would be the case;
- Intervening, if possible, to stop bullying or harassment and giving support where appropriate;
- Making it absolutely clear that you find bullying and harassment totally unacceptable;
- Reporting bullying or harassment to your manager or human resources and supporting HR Wallingford in the investigation of complaints.

Line managers are responsible for the above along with:

- Implementing this policy and related processes and for monitoring the implementation in the day-to-day activities of their business area or function;
- Setting a good example by their own behaviour;
- Ensuring that there is a supportive working environment;
- Making sure that staff know what standards of behaviour are expected of them;
- Intervening to stop bullying or harassment;
- Reporting promptly to Personnel any complaint of bullying or harassment, or any incident of bullying or harassment witnessed by them;
- Ensuring facts are established with regard to alleged bullying and harassment, and
- Taking appropriate action, with support from Personnel, against employees found to have infringed this policy.

Personnel is responsible for the above, along with supporting the line managers and:

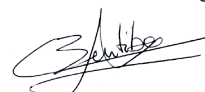
- Ensuring that employees are aware of their responsibilities under this policy;
- Providing guidance as and when required, particularly to the relevant decision makers;
- Ensuring training is made available to line managers to support the management of staff in an effective, fair and respectful manner.
- Supporting line managers to take appropriate action against employees found to have infringed the policy in accordance with HR Wallingford procedures;
- Monitoring the effectiveness of this policy through anonymous surveys and other means, and to keep under review procedures and criteria in the implementation of the policy, in discussion with employee representatives.

Monitor and review

This policy will be monitored periodically by the organisation to judge its effectiveness and will be updated in accordance with changes in the law. HR Wallingford treats personal data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy. Information about how data is used and the basis for processing is provided in the Employee Privacy Notice.

Ridha Bentiba
Operations Director, HR Wallingford Ltd

Signed:



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