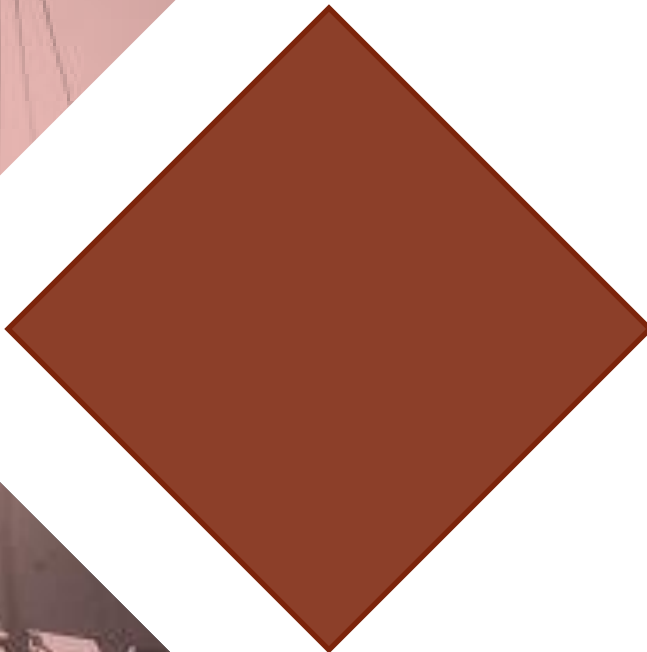
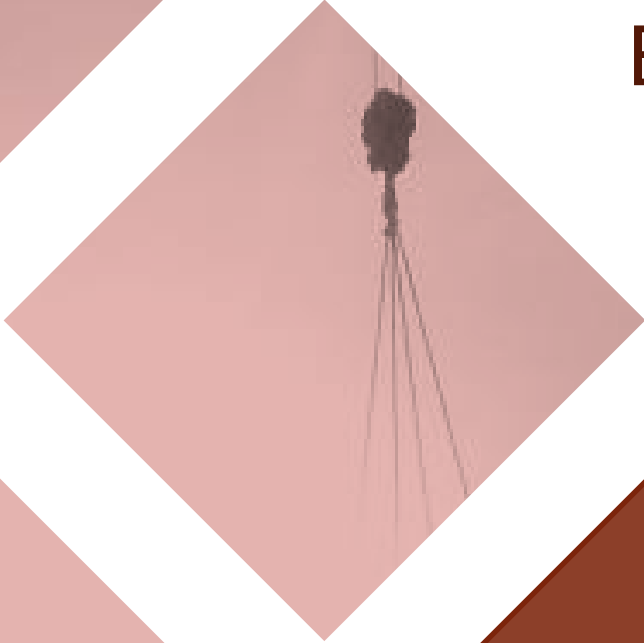




EQUAL OPPORTUNITY AND DIVERSITY POLICY

CG-POL006



Equal opportunity and diversity Policy

POLICY STATEMENT

Chirmarn Group is committed to eliminating discrimination, promoting diversity and providing equal opportunities, which is demonstrated through our employment policies, procedures and practices.

Policy aims

The aim of our equal opportunity and diversity policy is to:

- Provide a working environment free of discrimination
- Provide equal opportunities to all resulting in a diverse workforce representative of the communities in which we work.

Commitment

To achieve our policy aims, we provide the following commitments;

- To ensure Chirmarn's activities are of high quality and responsive to our client's needs, ensuring that our employees adequately respond to the needs of our client
- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- To ensure that Chirmarn fulfils its legal obligations under the equal opportunities legislation and complies with provisions contained in various codes of practice
- The commitment to diversity and equality in the workplace is good management practice and makes sound business sense
- To create an environment in which individual differences and the contributions of all our staff are recognised and valued
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- The policy will be monitored and reviewed annually.

Approval

This policy has been collaboratively reviewed and approved by the senior management team and is fully endorsed at the highest level of the organisation. It is reviewed annually, published locally and communicated to the entire workforce to ensure understanding and compliance.



Richard Musgrove
Group Managing Director

22/06/2020

Equal opportunity and diversity Policy

SCOPE

This policy applies to all business undertaken by Chirmarn Group including, but not limited to, indirect discrimination, associative discrimination, perceptive discrimination, harassment, harassment by a third party, victimisation, positive action, pre-employment health-related checks, extension of employment tribunal powers, equal pay direct discrimination and pay secrecy.

The responsibility to ensure we act in a non-discriminatory manner resides with all employees. The policy covers all directors, employees, temporary staff and contractors.

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of protected characteristics such as gender, gender reassignment, race, ethnic origin, pregnancy, disability, age, nationality, national origin, sexuality, religion or belief, marital status, civil partnership and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly, equally and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Equality Act 2010

The Equality Act 2010 protects nine groups of people from unlawful discrimination. These groups are known as ‘protected characteristics’. They are:

- Age
- Disability
- Sexual orientation
- Religion and belief
- Race
- Sex
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

To supplement and help achieve our policy aims, we undertake to implement and maintain this policy in accordance with the following additional legislation and guidance:

- Rehabilitation of Offenders Act 1974
- Equal Opportunities Commission: Code of Practice
- Department of Education and Employment: Code of Practice
- Commission for Racial Equality: Code of Practice.
- All subsequent regulations and acts determined within.

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EQUALITY AND DIVERSITY AT WORK

In order to ensure that equality underpins all aspects of our employment policies, procedures and practices, we aim to:

- Ensure that our employment, training and development policies, procedures and practices comply with this policy and do not discriminate intentionally or unintentionally against any group or individual
- Become an employer of choice by promoting and developing policies that support a work-life balance and equal pay, ensuring that we maximise employment opportunities for all
- Monitor our employment processes by age, disability, gender, sexual orientation, religion and race, and take action to address any inequalities that are apparent
- Recruit employees in a manner which is fair and open
- Ensure employees are aware of their personal responsibility to apply this policy
- Eliminate discrimination in the provision of training and development to ensure that all employees can realise their full potential and contribute to the company
- Ensure that relevant managers / supervisors undertake relevant training in equal opportunity issues to raise their awareness, understanding and importance of equal opportunities in the work place and in service delivery
- Promote a culture of fairness and respect in all employment policies, procedures and practices
- Provide appropriate training and development opportunities to all employees regardless of protected characteristics
- Take positive action to encourage under-represented groups to apply for posts or specific training
- Ensure pay structures reward all employees fairly
- Recognise that employees have the right to work in a supportive and safe environment free from harassment
- Make reasonable access adjustments, wherever possible, to enable the employment and redeployment of staff with disabilities.

In addition to those protected characteristics identified within the Equality Act 2010, this policy also seeks to ensure that our company does not discriminate on the grounds of trade union activity, political beliefs, poverty and social exclusion.

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RESPONSIBILITIES

Managing director responsibilities

The managing director is responsible for ensuring that the company remains aware of all applicable legislation, for ensuring the requirements of this policy are upheld and for monitoring compliance through regular reviews.

Senior management team

Senior Management shall ensure that they and their staff operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Managers will:

- Demonstrate commitment to the Policy by incorporating it into plans and objectives;
- Be responsible for the implementation and monitoring of the Policy within departmental plans/objectives;
- Ensure that policies and strategies are communicated to all employees and allow for discussion and feedback i.e. personal development plans, performance;
- Ensure that all employees understand their responsibilities i.e. any form of discrimination will not be tolerated and will be treated as a serious offence which may lead to disciplinary action;
- Effectively manage and deal promptly and thoroughly with any complaints of discrimination including harassment, victimisation and bullying;
- Deal promptly with complaints of inequality and ensure the matter is investigated thoroughly and any other steps taken

Members of staff

All employees have a duty to co-operate to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.

All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Failure to ensure compliance

Where it is shown that compliance with this policy has not been carried out, and Chirmarn Group may therefore become legally vulnerable, the managing director shall take such steps as may be necessary to bring the situation back into compliance as soon as possible, initiate disciplinary procedures and ensure appropriate reporting procedures are followed.

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CODE OF CONDUCT

All staff are representatives of Chirmarn Group when carrying out their duties as per their job title and will be expected to comply with the equal opportunities policy at all times.

Employees are required to be considerate of others and avoid harassing, offending or discriminating against our clients or members of the public. Should any employee be found guilty of this they will face disciplinary action and could be dismissed for gross misconduct. Although the intention may not be to offend, we understand that people have different needs, opinions and expectations. To ensure the workforce are fully informed of the level of behaviour that we expect at all times, the following apply whenever employees are on the company premises, within working hours or otherwise carrying out their duties:

Our staff

We will endeavour to have a workforce that reflects the communities serviced. This is achieved through our equality and diversity policy, which is practised in recruitment and selection for jobs. We encourage job applications from the widest possible pool, providing opportunities for discriminated-against groups. We offer training and promotion equally to our staff. We:

- Provide staff with training on equal opportunities in service delivery within the framework of the company's code of conduct
- Ensure that staff treat everyone fairly and equally and to a high standard of behaviour
- Do not use discriminatory practices in delivering services
- Take disciplinary action against staff in breach of the policy
- Develop the potential of staff from discriminated-against groups, (through training, mentoring and monitoring)
- Enhance our reputation as an equal opportunities employer

Provide a safe and harassment-free environment for staff; make sure staff are comfortable with and clear about their rights and responsibilities.

Customers and subcontractors

Chirmarn values its customers and subcontractors and has a duty of care to ensure that all are treated fairly and without prejudice. Our approach to care of external parties is considered an extension of the principles of our equality and diversity policy and all members of staff are bound by this.

We have an expectation that our customers and subcontractors will not harass or discriminate against our staff and will treat our staff fairly and equally. As we will act upon a member of our staff discriminating against or harassing external parties, we will also take action upon an external party harassing or discriminating against our staff.

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DISCRIMINATORY ACTS AND HARASSMENT

Harassment, discrimination and victimisation of members of the public, customers or colleagues is an offence and will not be tolerated. Disciplinary action will be taken against anyone found guilty of committing such an offence.

Sexual discrimination

Where an employee experiences sexual harassment, this will be viewed as a form of sex discrimination which shall not be condoned or tolerated by the company.

- Sexual harassment can take the form of; comments, looks, actions, suggestions or physical contact that people object to or find offensive.
- Physical contact can include pats, pinches, unnecessary touching or brushing against someone's body. You should also not make suggestive remarks, use affectionate pet names, tell sexually explicit jokes or make comments on appearance.
- Sexual harassment is not tolerated whether experienced by women or men.
- Sexual harassment of members of the public can take the form of shouting or whistling.

Female employees are more likely to suffer from such discrimination and it can be defined as unwanted conduct of a sexual nature, or conduct based on sex which is offensive to the recipient, which interferes with the recipient's work performance and creates a hostile working environment.

An employee experiencing conduct which is believed to be sexual harassment should follow the stages in the complaints procedures.

Racial discrimination

Where an employee experiences racial harassment this will be viewed as a form of racial discrimination which will not be condoned or tolerated by the company.

Black and other minority ethnic employees are far more likely to suffer from such discrimination (though not exclusively) and it can be defined as an unwanted conduct of racial nature, or conduct based on race, is offensive to the recipient and interferes with the recipient's work performance creating a hostile working environment.

An employee experiencing conduct that is believed to be racial harassment should follow the stages outlined in the complaints procedure.

Sexual orientation

It is unacceptable to victimise or harass clients, members of the public or colleagues on the grounds of sexuality. This includes embarrassing or offensive jokes, remarks or name-calling, unnecessary comments on dress appearance or lifestyle.

Harassment can take the form of intimidation or threatening to 'expose' a person to colleagues or other people in the local community on the basis of their sexual orientation.

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RECRUITMENT

All recruitment activities will be conducted without discrimination and will follow the procedures set out in our recruitment policy which follows the following guidelines:

- The governing factor for appointments will be based on merit, competence and the ability to do the job
- Where possible, all jobs will be advertised externally and internally
- All job advertisements will carry wording designed to encourage applicants from all sections of the community
- Recruitment literature will describe jobs without gender, race or disability bias
- Consideration will be given to using a range of advertising media to encourage and attract applicants from all sections of the community
- All applicants will be assessed in the same way using the same evaluation and selection criteria
- Selection criteria will not be set to unlawfully discriminate (directly or indirectly) on the grounds of gender, gender reassignment, race, ethnic origin, pregnancy, disability, age, nationality, national origin, sexuality, religion or belief, marital status, civil partnership, or social class, and should solely relate to the requirements of the job.
- Age limits, age requirements or length of service restrictions will not be set as criteria for the job unless they can be justified, as they are likely to have a disproportionately adverse effect on women and people from minority communities or if there is a genuine occupational qualification complaint with section 5(2)(d) of the Amended Race Relations Act 2000.
- Where selection tests are used, tests will be specifically related to the job, and in the case of ability tests they should be fully validated so as to avoid any bias on the grounds of gender, marital status, race or disability.

The staff responsible for short listing, interviewing and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will be involved in the interview process and all questions will relate to the selection criteria. No questions will be based on assumptions about roles in the home and the family, or the assumed suitability of different ethnic groups for the post in question.

Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) should be offered to enable candidates to compete on an equal basis.

Monitoring and evaluation

To ensure we are achieving our policy objectives, we will monitor the effectiveness of our policy by re-evaluation of our employment/selections process. We will monitor the

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effectiveness of the policy reviewing our practices annually to assess where there are shortfalls and develop recommendations and implement them.

EMPLOYMENT TERMS AND CONDITIONS

Provisions relating to maternity leave and pay are detailed in employment terms. Maternity leave will not be treated as an obstacle to progression or career development.

All other terms and conditions of employment will not be related to the gender, marital status, ethnic origin or disability of employees and as far as practicable will not obstruct or limit the employment or promotion of any employee.

DISMISSAL AND REDUNDANCY

In cases where employees are being dismissed, this decision will not be made on grounds of their gender, marital status, disability or ethnic origin and decisions will be made solely in accordance with our company's disciplinary procedure.

Intentional, direct and overt acts of race and sex discrimination and racial and sexual harassment will be regarded as gross misconduct and therefore a dismissible offence.

In cases where employees are selected for redundancy, decisions will not take account of their:

- Gender
- Gender reassignment
- Race
- Ethnic origin
- Pregnancy
- Disability
- Age
- Nationality
- National origin
- Sexuality
- Religion or belief
- Marital status
- Civil partnership
- Social class.

No criteria (such as 'part-timer first' or 'last in first out') will be applied if it cannot be justified and it has a disproportionately adverse effect on women and/or minority ethnic groups. In particular, registered disabled people will not be made redundant without reasonable cause.

Where an employee has been found guilty of theft or bringing the company into disrepute, the employee may be dismissed.

SUPPORTING DOCUMENTS

Internal

- Training and development policy
- Recruitment policy
- Complaints procedure
- Grievance procedure

External

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Equal Opportunities Commission: Code of Practice
- Department of Education and Employment: Code of Practice
- Commission for Racial Equality: Code of Practice.