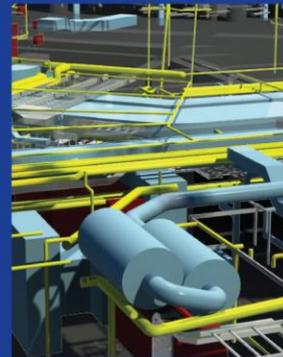
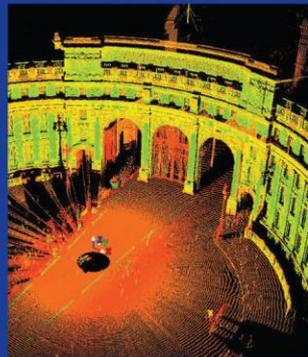
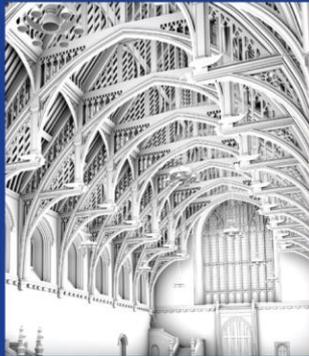


# EQUALITY & DIVERSITY POLICY



**Plowman Craven**

[plowmancraven.co.uk](http://plowmancraven.co.uk)

**Consult. Trust. Innovate.**

# PLOWMAN CRAVEN

## EQUALITY & DIVERSITY POLICY

### REVISION AUTHORITY

Rev	Date	Description	Prepared by	Verified by	Approved by
1	Aug 2014	First issue	SC	SC	AGM
1.2	Jan 2017	Updated with new branding	MP	MP	RD
1.3	April 2017	Modern Slavery Statement	RD	RD	AGM

**TABLE OF CONTENTS**

1.0	INTRODUCTION _____	4
2.0	STATEMENT OF POLICY _____	4
3.0	POLICY SCOPE _____	5
4.0	RESPONSIBILITIES _____	5
5.0	RECRUITMENT _____	5
6.0	EMPLOYMENT _____	5
7.0	TRAINING _____	6
8.0	TERMINATION OF EMPLOYMENT _____	6
9.0	MODERN SLAVERY STATEMENT _____	6
10.0	COMPLAINTS _____	6
11.0	MONITORING AND REVIEW _____	7

Plowman Craven Ltd

## 1.0 INTRODUCTION

Plowman Craven encourages and believes it to be vital for the growth and success of the Company to introduce people from all walks of life. We successfully recruit, train and develop individuals from across the globe without discrimination. It is our fundamental belief that individuals should be treated with respect and with dignity throughout their employment with us. The Company opposes any form of workplace slavery and ensures all employees are treated fairly in terms of working conditions and payment.

This Policy sets out the Company's position on equality and diversity in all aspects of employment, including recruitment and training.

## 2.0 STATEMENT OF POLICY

Plowman Craven is committed to eliminating discrimination and encouraging diversity amongst its workforce. The Company's aim is that the workforce will be truly representative of all sections of society and that each employee will feel respected and able to give of their best.

To that end, the purpose of this Policy is to provide equality and fairness for all in their employment and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, caste, disability, sexual orientation, religion or age. All forms of unlawful and unfair discrimination are opposed.

All employees, whether full-time, part-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 workforce will be fully utilised to maximise the efficiency of the Company.

Plowman Craven is committed not only to its legal obligations, but also to the positive promotion of equality of opportunity in all aspects of employment.

Plowman Craven aims to:

- Create an environment in which individual differences and the contributions of all staff are recognised and valued.
- Have a working environment that promotes dignity and respect to all. No form of harassment or bullying will be tolerated (see Harassment and Bullying Policy).
- Ensure training, development and progression opportunities are available to all staff.
- Regularly review employment practices and procedures to ensure fairness.
- Ensure all employees working conditions and payments meet the legal requirements.

### **3.0 POLICY SCOPE**

This Policy applies to employees directly employed by Plowman Craven, to workers via agencies, consultants and contractors.

The Policy applies across the Company's range of employment policies and practices, including the Disciplinary and Grievance Procedures and Harassment and Bullying Policy.

### **4.0 RESPONSIBILITIES**

This Policy is fully supported by the Board of Directors, and the Managing Director has overall responsibility for ensuring the implementation of this Policy.

The Head of Human Resources will ensure that all employment policies, procedures and practices, including this one, will be reviewed regularly to ensure they comply with current legislation, and remain, non-discriminatory.

All managers have a responsibility to act with fairness and equity, and are responsible for implementing fair, non-discriminatory practices within their Business Groups/functions.

All employees, workers via agencies, consultants and contractors are required to support this Policy and to ensure that the principles of equal opportunities and diversity in the workplace are upheld.

### **5.0 RECRUITMENT**

Plowman Craven aims to fill vacancies with the best candidate for the job and all vacancies will normally be advertised internally.

All descriptions and person specifications for jobs will only include requirements that are necessary and justifiable for the performance of the job.

Selection criteria will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Advertisements for jobs will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about jobs will be provided in such a manner that does not restrict the audience in terms of gender, marital status, race, ethnic origin, colour, nationality, national origin, caste, disability, sexual orientation, religion or age.

Consideration for both internal and external candidates will be based on suitability to fulfil the position, relevance of experience and qualifications and other key technical or managerial criteria for a particular position.

Wherever possible, the recruiting manager will be supported by a member of the HR team in the selection interview and recruitment process.

### **6.0 EMPLOYMENT**

Plowman Craven will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

## 7.0 TRAINING

Employees will be provided with appropriate training regardless of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

Employees will be encouraged to discuss their career aspirations and training and development needs with their Manager as part of their annual Performance Management and review meetings.

Employees will receive training during their induction and at other appropriate times during their employment to ensure awareness and understanding of this Policy and diversity in general.

All managers and others involved in the implementation of the Company's employment policies will receive appropriate training including equality and diversity and performance management.

## 8.0 TERMINATION OF EMPLOYMENT

Whilst Plowman Craven continues to grow, there are occasions where the Company must review its organisational structure due to changes in the business, be it economical, technological and/or reorganisational. Under such circumstances the Company may have to commence the redundancy consultation process for those affected. The Company will protect individuals in such situations from any form of discrimination and ensure all selection criterion are conducted in a fair and unbiased manner.

The Company adopts a continuous performance management process which allows for open dialogue and feedback throughout any given period of time. If an individual is found not to be performing, the Company could terminate their employment on the grounds of capability. In such circumstances, the HR team will ensure full compliance is met in the performance management process and no violation of the Equality & Diversity Policy has been undertaken.

## 9.0 MODERN SLAVERY STATEMENT

Plowman Craven maintains a zero tolerance to any act that falls within the legal definition of modern slavery. The Company ensures all employees working conditions and remuneration are continuously reviewed to ensure no individual is treated unfairly or improperly.

Plowman Craven expects that suppliers and contractors demonstrate a zero-tolerance approach to exploitation and continuously review its processes and contracts with suppliers to ensure adherence is met.

Where possible, Plowman Craven ensures its supply chain assesses and mitigates any potential risks associated with human trafficking and exploitation.

Plowman Craven will continuously review its processes, policies and contracts to ensure it remains compliant with the Act. Plowman Craven will ensure that its staff are fully informed and raise awareness of how to recognise and respond to indicators of human rights abuses.

## 10.0 COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise this matter through the appropriate Company procedures.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

### **11.0 MONITORING AND REVIEW**

In order to assess the effectiveness of this Equality and Diversity Policy, it will be monitored, and reviewed annually.

Plowman Craven Ltd