

EQUALITY AND DIVERSITY POLICY

INTRODUCTION

Plowman Craven recognises that it is essential to provide equal opportunities to all persons without discrimination. This Policy sets out the Company's position on equal opportunity in all aspects of employment, including recruitment and training.

1. 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 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, 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.

2. 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.

3. 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 HR Manager 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.

4. 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, 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 criteria for a particular position.

Wherever possible, more than one person will be involved in the selection interview and recruitment process

5. 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.

6. 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.

7. 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.

8. MONITORING AND REVIEW

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