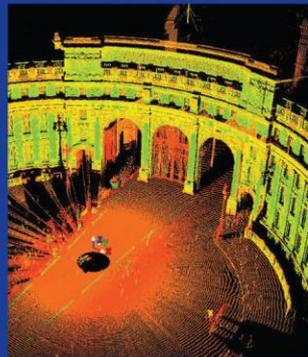
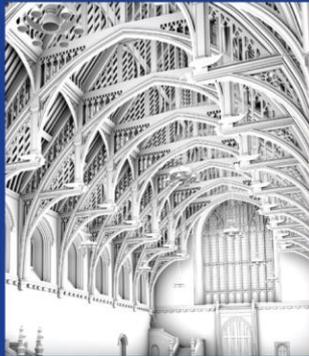


# EQUALITY & DIVERSITY POLICY



**Plowman Craven**

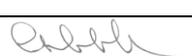
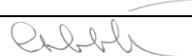
[plowmancraven.co.uk](http://plowmancraven.co.uk)

**Consult. Trust. Innovate.**

## PLOWMAN CRAVEN

### EQUALITY & DIVERSITY POLICY

#### REVISION AUTHORITY

Rev	Date	Description	Prepared by	Approved By	Signature
1	Aug 2014	First issue	SC	Andrew Molloy, Director	
1.2	Jan 2017	Updated with new branding	MP	Andrew Molloy, Director	
1.3	April 2017	Modern Slavery Statement	RD	Andrew Molloy, Director	
1.4	Jan 2019	Incorporation of London Living Wage statement	RD	Andrew Molloy, Director	
1.5	July 2020	Policy Review	RD	Andrew Molloy, Director	
1.6	November 2020	Policy Review	RD	Andrew Molloy, Director	

**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	7
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 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.
- 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 integrity, 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.

Plowman Craven is a London Living Wage employer and supports the national scheme to ensure all staff maintain a sustainable living cost within London and other regions. The company will continue to pay the Living Wage for all its directly employed staff and regularly assess our pay grades accordingly and adheres to the guidelines set.

## **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 and voluntary to ensure no individual is treated unfairly or improperly. The company shall never use slave labour, illegal child labour or forced labour to carry out its duties in the UK and overseas and shall request all suppliers to adhere to UK laws on minimum age requirements, wages, number of hours worked in a seven-day week, overtime and benefits.

Furthermore, the Company allows all employees and workers the freedom of movement, freedom of association and freedom to terminate their contracts. With the exemption of work that can only be carried out during weekend or night shift work, which shall be agreed at the point of engagement, the Company prohibits compulsory overtime. The Company prohibits discrimination or confiscation of personal original identification documents. It does not engage with any third-party recruitment agency that uses worker-paid recruitment fees as part of their terms of business or employment.

Plowman Craven expects its suppliers and contractors to demonstrate a zero-tolerance approach to exploitation and continuously reviews its processes and contracts with suppliers to ensure adherence is met. The Company is committed to acting ethically in all business dealings and relationships and expects our business partners and suppliers also to act in a like manner, upholding high standards, with the aim being to stop any opportunities for 'modern slavery' occurring within our business or our supply chain.

All employees and supply chain workers are given a formal induction following their appointment or at contract negotiation or contract renewal stages on the modern slavery act for their awareness and compliance; including awareness of the company's grievance procedures relating to this, or other employment related matter. Where possible, Plowman Craven ensures its supply chain assesses and mitigates any potential risks associated with human trafficking and exploitation. If under the Company's due diligence process, suppliers are found to be at fault, relevant KPIs and regular audits shall be put into place to ensure our high standards of compliance are adhered to.

Plowman Craven will continuously review its processes, policies, training and contracts to ensure it remains compliant with the Modern Slavery Act 2015. 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.