

## **Moreton Hayward Limited - Equality and Diversity Policy**

The overall purpose of the policy is to provide:

- a statement of commitment to equality and diversity within the Practice;
- details of the roles and responsibilities relating to the policy; and
- an outline of the rights and responsibilities to which all staff are expected to adhere.

### **Statement of Policy**

Moreton Hayward Limited is committed to providing equality of opportunity. It is our policy that all suitably qualified persons shall have equal opportunity for employment and advancement in the Company on the basis of their ability, qualifications and aptitude for the work. We promote equal opportunities and eliminate discrimination of any kind in all aspects of employment i.e. recruitment, selection, promotion, terms of employment, training and grievance/dismissal procedures. Our selection criteria are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their merits and abilities. We continue to value diversity, to promote equality of opportunity and to challenge and strive to eradicate unlawful discrimination.

### **Roles and Responsibilities**

The Director in Charge has ultimate responsibility for ensuring that the Practice meets the commitments detailed within this policy.

The Practice Manager has responsibility for steering and monitoring action on equality and diversity in order to support achievement of the commitments set out within this policy. Also for ensuring that all staff understands the policy, are aware of responsibilities and apply this policy.

All staff and directors have rights and responsibilities in relation to the promotion of equality, and must ensure that their behaviour and actions do not discriminate unlawfully and that they are not harassing or bullying others.

Employees who have concerns about unlawful discrimination, harassment or bullying are advised to contact the Practice Manager, their line manager or director in charge.

Our policy is:

- To regularly assess the policy and discuss the implementation and improvement of the policy.
- To monitor the composition of the work force and job applications on a regular basis in order to evaluate the progress of the policy.
- To ensure that the Company's recruitment and selection methods are fair.
- To monitor advertisements in order to ensure that applicants are aware that the Company is an Equal Opportunities employer.
- To ensure that the selection procedure does not include any criteria that is biased against minority groups.
- To ensure that all disciplinary and grievance hearings are conducted so as not to discriminate against any person.
- To examine the existing procedures and take action where they are found to be ineffective.
- To ensure that all employees and prospective employees have access to our Equality and Diversity Policy Statement.
- To ensure sub-contractors are aware of our policy and our willingness to discuss requirements to ensure compliance.
- To keep the policy up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed on an annual basis.

Types of Discrimination:

The Practice is committed to identifying all areas of discrimination such as characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation to combat such discrimination.

Breaches of Policy:

Breaches of the Equality and Diversity policy by employees and directors of Moreton Hayward would initially be dealt with by obtaining written statements which would be reviewed, discussed and dealt with accordingly in the appropriate manner, environment and by appropriate professionals. The Practice takes breaches of this policy extremely seriously and would act without delay in accordance with current legislation.

Director in Charge .....Matthew Moreton

Practice Manager .....Marie Moreton

Date: 1<sup>st</sup> July 2020